

Section B – Regulations

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Regulations are established and adopted in compliance with and by authority of Penal Code Sections 13500 et seq., and are codified in Title 11, Division 2 of the California Code of Regulations.

NOTE: The POST Administrative Manual (PAM) is being revised. As revisions are adopted, the list of regulations below will include links to the New PAM (Title 11, Division 9).

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***As revisions to the above regulations are adopted, the related chapters and new regulations will appear in the New PAM.**

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Chapter 2: Feasibility Studies

9020 (Adopted: 07-08-07) [New PAM, Chapter 2: Feasibility Studies](#)

Chapter 3: Participation

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Chapter 7: Certificates

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1000. Objectives.*

(a) To enhance professionalism and raise the level of competence of California law enforcement by establishing:

- (1) Minimum selection standards relating to physical, mental, and moral fitness which shall govern the selection of all peace officers, and dispatchers, and
- (2) Minimum training standards for all peace officers, dispatchers and records supervisors, and
- (3) Continuing training requirements for various levels of peace officers and dispatchers, and
- (4) Professional certificate programs for peace officers, dispatchers and records supervisors.

(b) To provide services and aid to local law enforcement as authorized by law.

***NOTE:** The objectives of the Commission are not codified in the California Code of Regulations.

(Revised: 02-10-83)

1001. Definitions.

Acceptable College Education is:

- (1) Courses or degrees provided by a community college, college, or university which have been accepted by a community college, college or university accredited by a recognized national or regional accrediting body.
- (2) Courses or degrees provided by a community college, college, or university accredited by a recognized national or regional accrediting body.

"The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."

"Actual course presentation cost" is the total allowable direct and indirect expenses (see Regulation 1054) to conduct one presentation of a POST-certified course, less any subventions from outside sources. Subventions received from outside sources may include, but are not limited to, fees, grants, gifts, Full-Time Equivalent Student (FTES) shares from community college affiliations, and monetary equivalents of services, equipment or materials provided in support of the course.

"Agency presenter" is a department, or departments working together under a joint powers or other agreement, eligible for POST reimbursement which presents POST-certified training course(s).

"Assistant Department Head" is an individual occupying the first position subordinate to a department head, is generally responsible for supervision of middle managers and/or supervisors, and is a position for which commensurate pay is authorized.

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“Backfill Reimbursement” is the reimbursable allowance for an agency’s expense of paying salary at the overtime rate to a peace officer employee who replaces another peace officer employee for his/her attendance of selected POST-certified training [reference regulation 1015(d)].

“Blended Learning” is a learning event that combines the use of two or more independent media (e.g., the Web/Internet and the classroom). In a blended learning environment, students complete part of the training via the Web as either instructor-led or self-paced training. The remainder of the training is accomplished in the classroom or other venue in the presence of instructors and other students.

“Certificate programs” are programs in which the Commission applies specific criteria for awards of certificates as a means of recognizing achievements in education, training, and experience and for the purpose of raising the level of competence of law enforcement officers, dispatchers, and records supervisors. Requirements for professional certificates are set forth in Regulation 1011 and Procedures F and H-4.

“Certified Course” (see “POST-certified Course”).

“Cheating” is any attempt or act by a student to gain an unfair advantage or give an unfair advantage to another student or group of students taking a POST- or training-presenter required test in a POST-certified course. Cheating includes, but is not limited to, the following prohibited acts:

- (1) Using any materials which would give an unfair advantage to oneself, or providing such materials to other students so that they may gain an unfair advantage, when preparing for or taking a test. Materials include, but are not limited to, oral or written information, graphics, and information recorded on audiotapes, videotapes and/or computer diskettes.
- (2) Using or possessing POST- or presenter-developed test materials unless one is in the process of taking a test or engaging in an after-examination review of such test while under the supervision of a presenter's staff member or presenter-authorized test proctor.
- (3) Obtaining, or attempting to obtain, test information improperly from any source. Such actions include, but are not limited to, copying from another student, theft of test materials, receiving or coercing test answers from others, and/or unauthorized observation of scenario or exercise tests.
- (4) Plagiarism.
- (5) Intentionally aiding, abetting or concealing an act of cheating.

“Commission” is the Commission on Peace Officer Standards and Training.

“Commuter Trainee” is one who attends a training course and travels between his or her department or normal residence and the course site each day.

“Department or Participating Department” is any law enforcement entity or independent communications agency which has made application to and been accepted by the Commission to participate in POST programs and receive services. Eligibility and participation requirements are set forth in Regulation 1010.

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"Department Head" is the chief law enforcement executive.

"Executive Position" is a position above the middle management position, up to and including department head, for which commensurate pay is authorized, and is responsible principally for command assignments and the supervision of subordinate middle management and supervisory positions. The executive position is most commonly the rank of captain or higher.

"First-level Supervisory Position" is the supervisory peace officer position between the operational level and the "middle management position", for which commensurate pay is authorized, and is responsible principally for the direct supervision of subordinates, or is subject to assignment of such responsibilities. The first-level supervisory position does not encompass positions with limited or intermittent supervisory responsibilities, i.e., quasi-supervisory positions. The first-level supervisory position is most commonly the rank of sergeant.

"Full-time Employment" is employment as defined by a state, local, or department regulation, charter resolution, or ordinance; wherein the employee normally works in excess of 20 hours weekly or 87 hours monthly; is tenured or has a right to due process in personnel matters; and, is entitled to workers compensation and retirement provisions as are other full-time employees of the same personnel classification in the department.

"General law enforcement duties" are duties which include the investigation of crime, patrol of a geographic area, responding to the full range of requests for police services, and performing any enforcement action on the full range of law violations.

"Guest Speaker" is an individual who is invited to speak in a POST-certified course because of his/her expertise in a specialized subject area, and who is directly overseen by the primary instructor.

"High School" is either a United States public school that meets the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accrediting association shall be recognized by the Secretary of the United States Department of Education.

"Lateral Entry" refers to a hiring practice which may exempt an individual from some of the department's hiring and training procedures, as the individual's prior experience, level of responsibility, and/or training are taken into consideration for appointment.

"Legislatively mandated training" is training that may or may not be POST-certified and shall consist of POST-specified curriculum as required by law. It may be presented as a stand-alone course, a telecourse, or as part of a POST-certified course. Minimum standards for legislatively mandated training are set forth in Regulation 1081.

"Limited Function Peace Officer" is a deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, who is designated on or prior to June 30, 1985, to be a peace officer as described in Penal Code section 830.1(c), and is employed to perform duties other than the prevention and detection of crime and the general enforcement of the criminal laws of the state.

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"Middle Management Position" is a management peace officer position between the first-level supervisory position and the department head position, for which commensurate pay is authorized, and is responsible principally for management and/or command duties. The middle management position is most commonly the rank of lieutenant or higher.

"Non-sworn Personnel Performing Police Tasks" are those full-time, non-peace officer employees of participating departments for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.

"Paraprofessional" is a full-time employee of a department and includes, but is not limited to, such job classifications as: community service officer, police trainee, and police cadet.

"POST Administrative Manual (PAM)" is a document containing Commission Regulations and Procedures, guidelines, laws, and forms relating to POST programs.

"POST-certified Course" or "Certified Course" is a program of instruction authorized by the Commission for presentation that follows the requirements set forth in Regulations 1051-1058.

"Primary instructor" is an individual responsible for the coordination and instruction for a particular subject area(s). The responsibility includes oversight of content, logistics, and other instructors.

"Public Safety Dispatcher" is a non-peace officer who is employed full-time or part-time to perform duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

"Quasi-supervisory Position" is a peace officer position above the operational level which is assigned limited responsibility for the supervision of subordinates, or intermittently is assigned the responsibility of first-level supervision, and is a position for which commensurate pay is authorized. The quasi-supervisory position is most commonly a rank immediately below that of sergeant.

"Records Supervisor" is a full-time, non-peace officer employee of a participating California law enforcement agency who performs law enforcement records supervising duties which include records maintenance, control, release, destruction, and security 50% or more of the time within a pay period.

"Regular Officer" is a sheriff, undersheriff, or deputy sheriff, regularly employed and paid as such, of a county, a police officer of a city, a police officer of a district authorized by statute to maintain a police department, a police officer of a department or district enumerated in Penal Code Section 13507, or a peace officer member of the California Highway Patrol.

"Reimbursement" is the financial aid allocated from the Peace Officer Training Fund, as provided in Penal Code section 13523.

"Reimbursement Program" is the financial aid allocation program provided for in Penal Code section 13523 in which the Commission makes payment for POST-certified training expenses. Departments which have been approved by the Commission and which employ full-time peace officers and/or dispatchers described in Penal Code section 13510 are eligible for financial aid.

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"Reimbursement Plans" are assigned to POST-certified courses. Each plan consists of a combination of training-related expenditures approved by the Commission. The various plans are set forth in Commission Procedure E-2.

"Resident Trainee" is one who, while away from his or her department or normal residence, attends a training course and takes lodging and meals at or near the course site for one or more days/nights.

"Specialized Law Enforcement Department" is a department or segment of a department which:

- (1) has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law; and
- (2) is engaged in the enforcement of regulations or laws limited in scope or nature; or
- (3) is engaged in investigative or other limited law enforcement activities in the enforcement of criminal law.

"Specialized Peace Officer" is a peace officer employee of a specialized law enforcement agency.

"Three-year rule" is the rule that relates to the necessity to requalify basic training or arrest and firearms (PC 832) training. (Reference Regulations 1008 and 1080).

"Trainee" is an employee of a department who attends a POST-certified course.

"Uniformed patrol duties" are general law enforcement duties which include the detection and investigation of crime, patrol of a geographic area, responding to the full range of requests for police services, general enforcement of all state and local laws including physical arrests of suspects, and working with the community to reduce crime and address community concerns. These duties are performed by peace officers, wearing a department uniform, carrying a firearm, and utilizing a marked emergency vehicle.

"Web-Based Training (WBT)" is any training that can be accessed via the World Wide Web (Internet) or a local or wide area network. For the purposes of certification, WBT will be divided into the following two components:

- (1) Instructor-led training
- (2) Self-paced training which includes self-paced WBT

(Revised: 08-26-06)

1002. Minimum Standards for Peace Officer Employment.

Every peace officer employed by a department shall be selected in conformance with the following requirements as determined by a thorough background investigation. The background investigation shall be conducted as prescribed in PAM Section C-1. The background investigation shall be completed on or before the appointment date.

- (1) **Felony Conviction.** Government Code section 1029(a) (1). Employment of convicted felons is prohibited.

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- (2) **Fingerprint and Criminal History Check.** Government Code sections 1030 and 1031(c). Fingerprinting and search of local, state, and national files to reveal any criminal records.
 - (3) **Citizenship.** Government Code sections 1031(a) and 1031.5. Citizenship requirements for peace officers. Government Code section 24103. Citizenship requirements for deputy sheriffs and deputy marshals. Vehicle Code section 2267. Citizenship requirements for California Highway Patrol officers.
 - (4) **Age.** Government Code section 1031(b). Minimum age of 18 years for peace officer employment.
 - (5) **Moral Character.** Government Code section 1031(d). Good moral character as determined by a thorough background investigation.
 - (6) **Education.** Government Code section 1031(e). Be a United States high school graduate, pass the General Education Development Test (GED) indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university. The high school shall be either a United States public school that meets the high school standards set by the state in which it is located, an accredited United States Department of Defense high school, or an accredited nonpublic high school. Any accreditation required by this paragraph shall be from an accrediting association recognized by the Secretary of the United States Department of Education.
Per Education Code section 48412, passage of the California High School Proficiency Examination is the legal equivalent of attainment of a California high school diploma.
- (b) **Every peace officer candidate shall successfully complete the following evaluations prior to the appointment date:**
- (1) **Medical and Psychological Suitability Examinations.** Government Code section 1031(f). Examination of physical, emotional, and mental conditions. The examinations shall be conducted as prescribed in the PAM, section C-2.
 - (2) **Interview.** Be personally interviewed prior to employment by the department head or a representative(s) to determine the persons suitability for law enforcement service, which includes, but is not limited to, the persons experience, problem solving ability, communications skills, interest/motivation, interpersonal skills, and community involvement/awareness. This regulation may be satisfied by an employee of the department participating as a member of the persons oral interview panel.

For assistance in constructing and administering an oral interview, refer to the document, *POST Entry-Level Peace Officer Oral Interview Guidelines Manual—2003*.

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- (3) **Reading and Writing Ability.** Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability. Peace officer candidates who have completed the Regular Basic Course or the Specialized Investigator's Basic Course are not required to complete reading and writing assessments. Reserve peace officer candidates are not required to complete reading and writing assessments.

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- (c) **All requirements set forth in Regulations 1002(a) and (b) shall apply to each lateral entrant**, with the exception of the Regulation 1002(b) (3) requirement, regardless of the rank to which the person is appointed, unless waived by the Commission.

PAM section C-1 adopted effective April 15, 1982, and amended May 23, 1997 and September 21, 2005 is herein incorporated by reference.

PAM section C-2 adopted effective April 15, 1982, and amended January 1, 1985, July 1, 1985, January 29, 1988, May 23, 1997, and September 21, 2005 is herein incorporated by reference.

(Revised: 09-21-05)

1003. Notice of Appointment/Termination.

Whenever a peace officer of a participating department is newly appointed, promoted to a first-level supervisory, middle management or executive position (refer to Regulation 1001 for definitions), demoted, terminates, changes his/her name, or changes appointment status within the same department, the department shall notify the Commission within 30 days of such action on the “Notice of Appointment/Termination” form 2-114 (Rev. 4/2003).

For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted to a public safety dispatch supervisor position, changes his/her name, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.

Eligibility to receive the Records Supervisor Certificate requires that the form be submitted a minimum of 30 days prior to application for award of the certificate for persons appointed, changed his/her name, promoted, reclassified, or transferred to a records supervisor position. The form shall also be submitted when the person is terminated from a records supervisor position.

(Revised: 07-02-03)

1004. Field Training Program

- (a) **Program Requirements:** Any department which employs peace officers and/or Level I Reserve peace officers shall have a POST-approved Field Training Program. Requests for approval of a department’s Field Training Program shall be submitted on POST form 2-229 (Rev. 04/02), signed by the department head attesting to the adherence of the following program requirements:

- (1) The Field Training Program shall be delivered over a minimum of 10 weeks and based upon the structured learning content as specified in PAM section D-13.
- (2) A trainee shall have successfully completed the Regular Basic Course before participating in the Field Training Program.
- (3) The Field Training Program shall have a Field Training Supervisor/Administrator/Coordinator (SAC) who:

- (A) has been awarded or is eligible for the award of a POST Supervisory Certificate **or**
- (B) has been appointed by the department head (or his/her designate).

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- (C) meets the training requirement specified in 1004(c) below.
- (4) The Field Training Program shall have Field Training Officers (FTOs) who:
- (A) have been awarded a POST Basic Certificate (not Specialized);
 - (B) have a minimum of one year general law enforcement uniformed patrol experience; and,
 - (C) have been selected based upon a department-specific selection process; and,
 - (D) meets the training requirements specified in 1004(d) below.
- (5) Trainees shall be supervised depending upon their assignment
- (A) A trainee assigned to general law enforcement uniformed patrol duties shall be under the direct and immediate supervision (physical presence) of a qualified Field Training Officer (as described in (4) above).
 - (B) A trainee temporarily assigned to non-enforcement, specialized function(s) for the purpose of specialized training or orientation (i.e., complaint/dispatcher, records, jail, investigations) is not required to be in the immediate presence of a qualified Field Training Officer while performing the specialized function(s).
- (6) Trainee performance shall be:
- (A) documented daily through journaling, daily training notes, or Daily Observation Reports (DORs) and shall be reviewed with the trainee by the Field Training Officer; and,
 - (B) monitored by a Field Training Program SAC, or designee, by review and signing of the DORs **or**, by completing and/or signing weekly written summaries of performance (e.g., Supervisor's Weekly Report, Coaching and Training Reports) that are reviewed with the trainee.
- (7) Each Field Training Officer shall be evaluated by the trainee and a Field Training Supervisor /Administrator/Coordinator (SAC) as follows:
- (A) The trainee shall complete an evaluation of each assigned Field Training Officer at the end of the Field Training Program.
 - (B) The Field Training Supervisor/Administrator/Coordinator (SAC) shall provide, at least annually, a detailed evaluation to each Field Training Officer on his/her performance as a Field Training Officer.
- (8) Trainees shall complete an evaluation of the Field Training Program at the end of the program.
- (9) The Field Training Officer's attestation of each trainee's competence and successful completion of the Field Training Program and a statement that releases the trainee from the program, along with the signed concurrence of the department head, or his/her designate, shall be retained in department records. Retention length shall be based upon department record policies.

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An approved Field Training Program remains in force **until modified**, at which time a new approval is required.

(b) Program Exemption: A department may request an exemption of the Field Training Program requirement if:

- (1) the department does not provide general law enforcement uniformed patrol services; or
- (2) the department hires only lateral entry officers possessing a POST Basic Certificate and who have either:
 - (A) completed a POST-approved Field Training Program, or
 - (B) one year previous experience performing general law enforcement uniformed patrol duties.

Requests for an exemption shall be made on POST form 2-229 (Rev. 04/02), signed by the department head, along with written documentation attesting to the department's qualification(s) for an exemption. In the event that a department no longer meets the exemption criteria, a request for POST-approval of the department's Field Training Program shall be made as outlined in PAM, section D-13.

(c) Field Training Supervisor/Administrator/Coordinator (SAC) Training Requirement:

Every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) Course (as set forth in PAM, section D-13) prior to or within 12 months of the initial promotion, appointment, or transfer to such a position.

(d) Field Training Officer (FTO) Training Requirements:

- (1) Every newly appointed FTO shall:
 - (A) successfully complete a POST-certified Field Training Officer Course (as set forth in PAM, section D-13) prior to training new officers; and,
 - (B) complete 24-hours of update training every three years following completion of the Field Training Officer Course. The update training shall be satisfied by:
 1. completing a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13); or,
 2. completing 24-hours of department-specific training in the field training topics contained in the Field Training Officer Update Course (as set forth in PAM, section D-13)

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- (2) Every reassigned FTO, after a 3 year-or-longer break in service as an FTO, shall

- (A) successfully complete a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13) prior to training new officers; and,

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- (B) complete 24-hours of update training every three years. The update training shall be satisfied by:
1. completing a POST-certified Field Training Officer Update Course (as set forth in PAM, section D-13); or,
 2. completing 24-hours of department-specific training in the field training topics contained in the Field Training Officer Update Course (as set forth in PAM, section D-13)
- (c) **Field Training Compliance Extension Request:** The Commission, or its Executive Director, in response to a written request on POST form 2-229 (Rev. 04/02) may extend compliance with the field training program requirements for a department and/or its officers for up to one year. The requesting department must supply a written justification for an extension, and an action plan as to how and when the department will comply with the field training regulations. An additional one-year extension may be granted through the same process. A department will be considered out of compliance after the deadline of the second extension.

(Revised: 11-06-03)

1005. Minimum Standards for Training. (Reference Regulation 1007 and Commission Procedure H for *reserve peace officer* training standards.)

(a) Minimum Entry-Level Standards (Required).

- (1) **Basic Course Requirement:** Every peace officer, except Reserve Levels II and III, those peace officers listed in Regulation 1005(a)(3) [peace officers whose primary duties are investigative], and 1005(a)(4) [coroners or deputy coroners], shall complete the Regular Basic Course before being assigned duties which include the exercise of peace officer powers. Requirements for the Regular Basic Course are set forth in PAM, section D-1-3.
- (A) **Field Training Program Requirement:** Every peace officer, except Reserve Levels II and III and those officers described in sections (B)1-5 (below), following completion of the Regular Basic Course and **before** being assigned to perform **general** law enforcement **uniformed patrol** duties without direct and immediate supervision, shall complete a POST-approved Field Training Program as set forth in PAM section D-13.
- (B) **Exemptions to the Field Training Program Requirement:** An officer is **exempt** from the Field Training Program requirement following completion of the Regular Basic Course:
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1. While the officer's assignment remains custodial related, **or**
 2. If the officer's employing department does not provide general law enforcement uniformed patrol services and the department has been granted an exemption as specified in Regulation 1004, **or**

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3. If the officer is a lateral entry officer possessing a POST Basic Certificate and who has either:
 - a. completed a POST-approved Field Training Program, **or**
 - b. one year previous experience performing general law enforcement uniformed patrol duties, **or**
 4. If the officer was a Level I Reserve and is appointed to a full-time peace officer position within the same department and has previously completed the department's entire POST-approved Field Training Program within the last 12 months of the new appointment, **or** has the signed concurrence of the department head attesting to the individual's competence, based upon experience and/or other field training as a solo general law enforcement uniformed patrol officer, **or**
 5. If the officer's employing department has obtained approval of a field training compliance extension request provided for in Regulation 1004.
- (2) Every district attorney investigator or inspector (Penal Code section 830.1), regularly employed and paid as such, in addition to the Regular Basic Course training requirement set forth in Regulation 1005(a)(1), shall complete a POST-certified Investigation and Trial Preparation Course, PAM section D-14, within 12 months from the date of appointment.
 - (3) Every peace officer whose **primary** duties are investigative, except district attorney investigators or inspectors, shall complete, within 12 months from the date of appointment, the Regular Basic Course or the Specialized Investigators' Basic Course, PAM, section D-1-5, as elected by the department head. Departments in the following categories have been identified as primarily investigative and may exercise the option provided in this section: 1) state investigative agencies including the Supreme Court of California, (2) welfare investigations, 3) welfare fraud, (4) social services, 5) human assistance/services, and 6) District Attorney child support divisions or welfare fraud units (appointed under P.C. 830.35).
 - (4) Every coroner or deputy coroner [as defined in Penal Code section 830.35(c)], regularly employed and paid as such, shall satisfactorily complete the PC 832 Arrest and Firearms Course before the exercise of peace officer powers. In addition to the PC 832 Arrest and Firearms Course, satisfactory completion of the POST-certified Coroners' Death Investigation Course, PAM, Section D-1-7 is also required within 12 months from date of appointment. The Coroners' Death Investigation Course requirement shall only apply to peace officer coroners hired on or after the agency enters the POST program.
 - (5) Every school police officer employed by a K-12 school district or California Community College district before July 1, 1999, in addition to the Regular Basic Course requirement set forth in Regulation 1005(a)(1), shall complete a POST-certified Campus Law Enforcement Course [Regulation 1081(a)(20)] no later than July 1, 2002. Every school police officer employed by a K-12 school district or California Community College district after July 1, 1999, in addition to the Regular Basic Course, shall complete a POST-certified Campus Law Enforcement Course within two years of the date of first appointment.

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- (6) Every limited function peace officer shall satisfactorily meet the training requirements of the PC 832 Arrest and Firearms Course; except training in the carrying and use of firearms shall not be required when an employing agency prohibits limited function peace officers the use of firearms.
- (7) Every peace officer prior to exercising peace officer powers shall complete the requirements of Penal Code section 832, which may be part of the minimum basic training standard or a separately certified course.

(b) Supervisory Course (Required).

- (1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. An officer who will be appointed within 12 months to a first-level supervisory position or an officer assigned to a quasi-supervisory position may attend a Supervisory Course, if authorized by the department head. Requirements for the Supervisory Course are set forth in PAM, section D-3.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Supervisory Course by an officer as described in (b)(1) above, provided that the officer is full time and has been awarded or is eligible for the award of the Basic Certificate.

(c) Management Course (Required).

- (1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position. An officer who will be appointed within 12 months to a middle management or higher position or an officer who is assigned to a first-level supervisory position may attend a Management Course, if authorized by the department head. Completion of the Supervisory Course is a prerequisite to attending the Management Course. Requirements for the Management Course are set forth in PAM, section D-4.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Management Course by an officer described in (c)(1) above, provided the officer is full time and has satisfactorily completed the Supervisory Course.
- (3) Every regular officer who is duly elected or appointed to the Board of Directors or Executive Board of a local Peace Officer Association or Deputy Sheriff Association may attend a certified Management Course if authorized by their department head. The officer's jurisdiction may be reimbursed following satisfactory completion of such training provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.
- (4) Every regular officer who is duly elected or appointed to the Board of Directors of a local Peace Officer Association and is on 100% release from their organization may attend the Management Course without prior approval of their department head.

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(d) Continuing Professional Training (CPT) (Required). CPT is required for certain peace officer and dispatcher personnel who are employed by POST participating departments. The purpose of CPT is to maintain, update, expand, and/or enhance an individual's knowledge and/or skills. CPT is training that exceeds the training required to meet or requalify in entry-level minimum standards. Qualifying and non-qualifying courses are described in subsection (d) (4) below.

(1) Requirement: Every peace officer other than a Level III Reserve Peace Officer, Public Safety Dispatcher, and Public Safety Dispatch Supervisor shall satisfactorily complete the CPT requirement of 24 or more hours of POST-qualifying training during every two-year CPT cycle, based on a permanent CPT Anniversary Date as specified in subsection (d) (2) below.

Effective January 1, 2002, certain peace officers in specific duty assignments must satisfy a portion of the CPT requirement by completing Perishable Skills and Communications training as specified in (d) (5) below.

(2) CPT Anniversary Date Defined: The CPT Anniversary Date is a permanently-established month/day date that is based on the first **qualifying** appointment date (month/day/year) to any qualifying California peace officer or dispatcher position identified in (d)(1) above. The peace officer or dispatcher position must be with a department that is, or is eligible to be, a POST-participating department. Reference Penal Code sections 13510 (a) or (c) or 13510.5 for department eligibility and POST Regulation 1010 for the process for becoming a POST-participating department.

The date used to establish the CPT Anniversary Date will be the first **qualifying** appointment date recorded on the individual's POST profile (employment/training record) as submitted by the first POST-participating department.

(3) Determination of Two-Year Cycle: The beginning date for the two-year CPT cycle starts with, and repeats based upon, an individual's CPT Anniversary Date.

(A) CPT Cycle Start: Effective August 1, 2005, the CPT Anniversary Date is used to start a peace officer's or dispatcher's CPT training cycle. The actual CPT cycle will start only **after** the employing department is an authorized participant in the POST Program.

(1) One Time Transition Period. For purposes of implementing the CPT Anniversary Date, a transition period, with no CPT requirement, is granted to all personnel appointed to any California peace officer or dispatcher position identified in (d)(1) above whose first qualifying appointment date is prior to August 1, 2005 and whose CPT Anniversary Date is not August 1. This one-time transition period is the time period between August 1, 2005 and the first subsequent occurrence of the CPT Anniversary date for each individual. No transition periods are authorized beyond July 31, 2006.

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Note: For example, an individual with a CPT Anniversary date of August 1 will have no transition period before the CPT Cycle starts. An individual with a CPT Anniversary date of August 2 will have a transition period of one day, between August 1 – August 2, 2005, before the CPT cycle starts. However, an individual

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with a CPT Anniversary date of July 31 will have a transition period of one year, between August 1, 2005 and July 31, 2006, before the CPT Cycle begins.

- (2) **First-Time Appointments:** A one-time grace period of twelve months, with no CPT requirement, is granted when an individual is appointed for the first time to one of the above (d)(1) positions. This one-time grace period is the time period between the individual's first qualifying appointment date and the first occurrence of the individual's CPT Anniversary Date. It is granted to allow completion of entry-level requirements that do not count towards CPT.
- (3) **Reappointments/Lateral Transfers:** A grace period, with no CPT requirement, is granted for an individual rehired into one of the above (d)(1) positions with the same department or who transfers to a different department. This grace period is the time between the date **reappointed** and the next cycle CPT Anniversary Date. It is granted to allow the two-year CPT cycle to be re-synchronized to the permanent CPT Anniversary Date within twelve months following the reappointment date.

In the case of a lateral transfer, the new appointing department is not responsible for any CPT cycles at the individual's last department, regardless of whether the CPT cycle is partial or complete. The new department will be audited using the officer or dispatcher's next complete CPT cycle **after** the new lateral appointment date.

Note: Although the month and day of the CPT Anniversary Date is always the same, the **odd or even year** cycle could change, resulting in a new 24-month period. For example, an individual with a CPT Anniversary Date of June 10, and an **even year** CPT cycle of 2000-2002-2004, leaves law enforcement service. Upon reinstatement in April 2007, this individual's permanent CPT Anniversary Date of June 10 remains, but the 24-month cycle changes to an **odd-year** cycle of 2007-2009-2011.

- (B) **Status Changes:** As the CPT Anniversary Date is a permanently assigned month/day date, it does not change with status changes within a peace officer or dispatcher classification series (e.g., promotion, lateral transfer, probation, military leave or administrative leave, etc.)
- (C) **Different Classifications:** Peace officers and dispatchers are separate personnel classifications with different skill sets, and as such, require separate appointment dates and, therefore, different CPT Anniversary Dates, CPT cycles, and CPT requirements.
- (D) **Dual Employment:** In some situations, an individual may have dual employment as a peace officer/peace officer, a dispatcher/dispatcher, or as a peace officer **and** a dispatcher.

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- 1. **Within the same classification:** (e.g., a peace officer working concurrently for two departments). In such cases, the CPT Anniversary Date is set from the **first** peace officer appointment date as stated in (2) above. The same requirement applies to a dispatcher working for two departments simultaneously. Either individual shall only be held to one CPT cycle although having dual jobs in the same classification (i.e., dispatcher/dispatcher classification).

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2. **Within two different classifications:** (e.g., a peace officer who is also a dispatcher) whether within the same or different departments. In such cases, the CPT Anniversary Dates, CPT cycles, and CPT training hour requirements remain separate for the peace officer job and the dispatcher job. This individual shall be responsible for **two** CPT cycles. The CPT training must be job-related to qualify. See the examples in (D) (3) below.
 3. **Dual CPT Credit:** POST-certified training courses attended by an individual in dual employment, such as a peace officer and dispatcher, may count for CPT credit for both positions/classifications **if** the training course is job related for both a peace officer and a dispatcher. For example, a Tactical Shotgun course **would not** qualify as CPT for dispatchers. A Missing Persons course is job-related for both dispatcher and peace officer classifications and **would** qualify for dual CPT credit.
- (E) **CPT Training in Excess of 24 Hours:** POST-qualifying CPT training in excess of 24 hours during a two-year cycle shall not be credited toward any future or prior CPT cycles.
- (F) **POST Profile Employment Record:** The permanent CPT Anniversary Date assigned by POST will be displayed on the individual's POST Profile. If POST cannot accurately establish an individual's initial appointment date pursuant to 2(A) above, POST may use the **first qualifying** appointment date to the first POST-participating department to establish a permanent CPT Anniversary Date. The POST-assigned CPT Anniversary Date will only be used for purposes of CPT regulations.
- (4) **Qualifying and Non-Qualifying Training.** The above CPT requirement is met by satisfactory completion of one or more POST-certified courses totaling a minimum of 24 hours, as referenced below.
- (A) While recommended topics for CPT are listed in PAM section D-2, POST-certified training courses may be used for CPT credit, with the exception of the following POST-certified courses **that** do not qualify for CPT:

Regular Basic Course
Field Training Program
Investigation and Trial Preparation Course
Specialized Investigators' Basic Course
PC 832, Arrest and Firearms Course
Coroners' Death Investigation Course
Campus Law Enforcement Course
Aviation Security Course
Reserve Level III Module
Reserve Level II Module
Reserve Level I Module
Public Safety Dispatcher's Basic Course
POST Requalification Course
POST Workshops (those designed to provide input or advice to POST)
Field Management Training
Team Building Workshops

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- (B) The CPT requirement may be satisfied by an alternative method of compliance as determined by the Commission, i.e., Commission selected non-POST certified courses. Reference Regulation 1060 and PAM section D-2-3.

(5) Perishable Skills/Communications Requirement for CPT. Effective January 1, 2002, all peace officers (except reserve officers) below the middle management position and assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to complete Perishable Skills and Communications training. In-lieu of completing the training, the requirement may be met by successfully passing a presenter-developed test that measures the approved training objectives.

- (A) **Perishable Skills training** shall consist of a minimum of 12 hours in each two-year period. Of the total 12 hours required, a minimum of 4 hours of each of the three following topical areas shall be completed:

1. Arrest and Control
2. Driver Training/Awareness or Driving Simulator*
3. Tactical Firearms* or Force Options Simulator

*Reference Commission Procedure D-2 for minimum requirements.

- (B) **Communications training**, either tactical or interpersonal, shall consist of a minimum of 2 hours in each two-year period as specified in Commission Procedure D-2.

It is recommended that managers and executives complete, within their two-year compliance cycle, two hours of CPT devoted to updates in the perishable skills topical areas enumerated above.

- (C) **Exemptions.** Agencies may request an exemption from all or part of the Perishable Skills and Communications training requirement. Agencies must request an exemption in writing and provide an attestation that their peace officers do not carry firearms, or they infrequently interact with or effect physical arrests of criminal suspects, or do not utilized marked emergency vehicles during normal course of business.

(e) Executive Development Course (Optional).

- (1) The Executive Development Course is designed for department heads and their executive staff positions. An officer who will be appointed within 12 months to a department head or executive position may attend the Executive Development Course, provided the officer has satisfactorily completed the Management Course. Requirements for the Executive Development Course are set forth in PAM, section D-5.
- (2) Every department participating in the POST reimbursement program may be reimbursed for completion of the Executive Development Course by an officer as described in (e)(1) above, provided the officer is full time and has satisfactorily completed the Management Course.

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- (3) The Executive Director may waive the Management Course completion prerequisite for a chief executive who has completed training comparable to a POST Management Course. The application and evaluation processes are described in PAM Section D-15, Management Course Prerequisite Waiver Process for Attending the Executive Development Course.

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(f) Legislatively-Mandated Training.

- (1) Special training mandated by the legislature is specified in Regulation 1081.

(g) Field Management Training (Optional).

- (1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments.
- (2) Requirements for Field Management Training are set forth in PAM, section D-9.

(h) Records Supervisor Training (The following courses are required only for records supervisors applying for the Records Supervisor Certificate).

- (1) Public Records Act (minimum 16 hours); and
- (2) Records Supervisor Course (minimum 40 hours).

PAM section D-1-1 adopted effective September 26, 1990 and amended January 14, 1994, August 7, 1996, January 1, 2001, January 1, 2004, and September 15, 2004 is herein incorporated by reference.

PAM section D-1-2 adopted effective September 26, 1990 and amended January 11, 1992, January 14, 1994, August 7, 1996, February 13, 1997, September 25, 1998, January 1, 2004, September 15, 2004, and August 26, 2006 is herein incorporated by reference.

PAM section D-1-3 adopted effective April 15, 1982, and amended January 24, 1985, September 26, 1990, January 14, 1994, July 16, 1994, December 16, 1994, August 16, 1995, August 7, 1996, November 27, 1996, February 22, 1997, August 16, 1997, December 4, 1997, January 1, 2001, January 1, 2002, April 10, 2002, January 1, 2004, September 15, 2004, January 1, 2006, January 19, 2007, and July 1, 2007 is herein incorporated by reference.

PAM section D-1-4 adopted effective October 20, 1983, and amended September 26, 1990, October 27, 1991, January 14, 1994, May 7, 1995, July 21, 2000, January 1, 2001, July 1, 2002, September 15, 2004, January 1, 2006, January 19, 2007, and July 1, 2007 is herein incorporated by reference.

PAM section D-1-6 adopted effective February 4, 1993 is herein incorporated by reference.

PAM section D-1-7 adopted effective January 1, 2004, and amended September 15, 2004 and January 1, 2006 is herein incorporated by reference.

PAM section D-2 adopted effective April 15, 1982, and amended January 24, 1985, July 1, 2000, September 11, 2000, November 11, 2000, January 1, 2002, September 12, 2002, May 7, 2003, August 7, 2003, January 29, 2004, September 12, 2005, and August 26, 2006 is herein incorporated by reference.

PAM section D-3 adopted effective April 15, 1982, and amended October 20, 1983 and January 29, 1988 is herein incorporated by reference.

PAM section D-4 adopted effective April 15, 1982 and amended November 2, 2000 and January 20, 2006 is herein incorporated by reference.

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PAM section D-13 adopted effective June 15, 1990 and amended February 22, 1996, January 1, 1999, and July 1, 2004 is herein incorporated by reference.

PAM section D-14 adopted effective January 1, 2002 and amended January 1, 2006 is herein incorporated by reference.

PAM section D-15 adopted effective January 20, 2006 is herein incorporated by reference.

PAM section H-3 adopted effective June 15, 1990, and amended effective July 1, 1992, is herein incorporated by reference.

The document, *Training Specifications for the Investigation and Trial Preparation Course*, adopted January 1, 2002 is herein incorporated by reference.

The POST Basic Academy Physical Conditioning Manual (February 1990) adopted effective September 26, 1990, and amended and retitled to (1996) on February 22, 1997 is herein incorporated by reference.

The document, *Training and Testing Specifications for Peace Officer Basic Courses*, adopted effective January 1, 2001, and amended effective October 1, 2001, January 1, 2002, July 1, 2002, January 1, 2003, January 1, 2004, August 15, 2004, September 15, 2004, July 1, 2005, January 1, 2006, January 19, 2007, July 1, 2007, August 8, 2007, January 1, 2008, and July 1, 2008 is herein incorporated by reference.

The document, *Instructor's Guide to Learning Activities for Leadership, Ethics and Community Policing December 2005*, adopted effective January 1, 2006 is herein incorporated by reference.

(Revised: 07-01-08)

1006. Extension of Time Limit for Course Completion.

- (a) The Commission will grant an extension of time for completion of any course required by Sections 1005, 1007, or 1018 of the Regulations upon presentation of satisfactory evidence by a department that a peace officer, reserve officer, or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer, reserve officer, or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this subsection shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) In the event that a department in the Regular Program does not require an individual to complete the applicable training by the end of the extension period, such department shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs; in the event that an agency in the Specialized Program does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for participation in the Specialized Law Enforcement Certification Program.

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Revised: 02-22-96

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1007. Reserve Officer Minimum Training Standards and Waiver of Training Requirements for Modules B and/or C.

(a) **Every reserve peace officer** shall be trained in conformance with the following requirements:

(1) Level I Reserve Peace Officers:

- (A) **Minimum Training Requirement.** Every Level I reserve peace officer [defined in PAM, section H-1-2(a)], before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the training requirements of the Regular Basic Course or its equivalents (PAM, section D-1-3).
- (B) **Exemption to Minimum Training Requirement.** The Regular Basic Course, or its equivalents, will not be required for a Level I reserve peace officer if:
 - 1. The Level I reserve peace officer has previously satisfied the training requirements specified for Level I reserve peace officers in Commission Procedure H-3-2 or H-3-3(a) – (c); and
 - 2. is appointed to a non-designated Level I reserve peace officer position; and
 - 3. the new appointment is within three years of the date of last service as a Level I reserve peace officer.
- (C) **Field Training Requirement.** All Level I reserve officers, upon completing the Regular Basic Course or its equivalent, shall complete a POST-approved Field Training Program (PAM, section D-13) prior to working alone in a general law enforcement assignment. The Field Training Program, which shall be delivered over a minimum of 10 weeks (400 hours), shall be based upon structured learning content as recommended in the *POST Field Training Program Guide* or upon a locally developed field training guide which includes the minimum POST-specified topics which are listed in the *POST Field Training Program Guide*.
- (D) **Exemption to Field Training Requirement.** A Level I reserve peace officer is **exempt** from the Field Training Program requirement if the Level I reserve peace officer is reappointed to a Level I position with less than a three year break in service [see (B) above] and has successfully completed:
 - 1. Modules A, B and C and 200 hours of structured field training; or
 - 2. The Regular Basic Course or its equivalent and 400 hours of a POST-approved Field Training Program.
- (E) **Continuing Professional Training.** Every Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).

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(2) Level II Reserve Peace Officers:

- (A) **Minimum Training Requirement.** Every Level II reserve peace officer [defined in PAM, section H-1-2(b)], before being assigned to duties which include the exercise of

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peace officer powers, shall satisfactorily complete the POST-certified Module III and Module II (PAM, section D-1-3).

(B) **Exemption to Minimum Training Requirement.** Module III and Module II will not be required for a Level II reserve peace officer if:

1. The Level II reserve peace officer has previously satisfied the training requirements specified for a level I or II reserve peace officers in Commission Procedure H-3-2 or H-3-3(a) - (c); and
2. The new appointment is within three years of the date of last service as a Level I or II reserve peace officer.

(C) **Continuing Professional Training.** Every Level II reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).

(3) Level III Reserve Peace Officers

(A) **Minimum Training Requirement.** Every Level III reserve peace officer [defined in PAM, section H-1-2(c)], before being assigned to duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Module III (PAM, section D-1-3).

(B) **Exemption to Minimum Training Requirement.** Module III will not be required for a Level III reserve peace officer if:

1. The Level III reserve peace officer has previously satisfied the training requirements specified for Level I or II reserve peace officers in Commission Procedure H-3-2 or H-3-3(a) – (c); and
2. The new appointment is within three years of the date of last service as a Level I or II reserve peace officer.

(b) Every school police reserve officer appointed by a K-12 school district on or after July 1, 2000, in addition to the entry level training requirement set forth in (b) of this section shall complete the POST-certified Campus Law Enforcement Course [Regulation 1081(a) (20)] within two years of the date of first appointment.

(c) To be eligible for the award of the Reserve Officer Certificate, a reserve peace officer, shall be currently appointed or deputized as a reserve peace officer as described in Penal Code 830.6(a), meet the selection requirements for Level I reserve peace officer assignment as described in paragraph (a), and have completed the training and general law enforcement experience as described in paragraph (b)(1), PAM, sections H-3-2 or H-3-3(a) or (c) and H-4.

(d) The Commission may waive completion of Modules B and/or C for an individual who has completed equivalent training. This waiver shall be determined by an evaluation and examination process as specified in PAM, section D-12, Waiver of Training for Reserve Officer Modules B and/or C.

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PAM Section D-1-1 adopted effective July 1, 1999 and amended January 1, 2001 September 15, 2004, and September 21, 2005 is herein incorporated by reference.

PAM Section D-1-3 adopted effective July 1, 1999 and amended January 1, 2001, April 10, 2002, September 15, 2004, January 1, 2006, January 19, 2007, July 1, 2007, and July 1, 2008 is herein incorporated by reference.

PAM Section H-1 adopted effective July 15, 1982, and amended June 15, 1990, February 22, 1996, September 12, 1998, and July 1, 1999 is herein incorporated by reference.

PAM Section H-3 adopted effective July 15, 1982, and amended January 16, 1987, June 15, 1990, July 1, 1992, February 22, 1996, September 12, 1998, July 1, 1999, January 1, 2000, March 10, 2000, March 24, 2000, August 18, 2001, September 21, 2005, January 19, 2007, and July 1, 2008 is herein incorporated by reference.

PAM section H-4 adopted effective July 15, 1982 and amended October 10, 1990, July 1, 1999, and September 21, 2005 is herein incorporated by reference.

PAM section D-12 adopted effective April 25, 1998 is herein incorporated by reference.

The document, *Training and Testing Specifications for Peace Officer Basic Courses*, adopted effective January 1, 2001, and amended effective October 1, 2001, January 1, 2002, July 1, 2002, January 1, 2003, January 1, 2004, August 15, 2004, September 15, 2004, July 1, 2005, January 1, 2006, January 19, 2007, July 1, 2007, August 8, 2007, and January 1, 2008 is herein incorporated by reference.

The document, *Instructor's Guide to Learning Activities for Leadership, Ethics and Community Policing December 2005*, adopted effective January 1, 2006 is herein incorporated by reference.

(Revised: 07-01-08)

1008. Basic Course Waiver and Requalification Requirement.

(a) Basic Course Waiver.

- (1) An individual who has completed training comparable to a POST-certified Regular Basic Course or Specialized Investigators' Basic Course may request a waiver of the basic course training requirement specified in Regulation sections 1005(a) or 1007(a). The application, evaluation, and examination processes are described in PAM, Section D-11, Basic Course Waiver Process.
 - (A) A basic course waiver is valid for three years from the date it was granted. After three years, the requirements for requalification apply as specified in section (b) below.
 - (B) A waiver of the Regular Basic Course training requirement will also satisfy the Specialized Investigators' Basic Course training requirement. However, a waiver of the Specialized Investigators' Basic Course training requirement does not satisfy the Regular Basic Course training requirement.

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(b) Requalification Requirement for the Regular Basic Course – Standard Format and the Specialized Investigators’ Basic Course.

(1) Three-Year Requalification Requirement: Requalification is required for any individual who seeks appointment or reappointment to a position for which the Regular Basic Course (RBC) or the Specialized Investigators’ Basic Course (SIBC) is required as the minimum training standard [reference Regulation sections 1005(a) or 1007(a)] when the individual:

(A) Has previously served in a California peace officer/Level I reserve officer position with qualifying service* and has:

1. successfully completed a POST-certified Regular Basic Course or Specialized Investigators’ Basic Course, or
2. been awarded a POST Basic Certificate or Specialized Basic Certificate, or
3. been granted a waiver of the Regular Basic Course or Specialized Investigators’ Basic Course in accordance with Regulation 1008(a), but subsequently has a three-year or longer break from the last date of qualifying service*.

OR

(B) Has NOT previously served in a California peace officer/Level I reserve officer position with qualifying service* and has:

1. successfully completed a POST-certified Regular Basic Course or Specialized Investigators’ Basic Course, or
2. been granted a waiver of the Regular Basic Course or Specialized Investigators’ Basic Course in accordance with Regulation 1008(a),

but subsequently has a three-year-or-longer break from the last date of successful completion of the Regular Basic Course or Specialized Investigators’ Basic Course, or from the date the basic course waiver was granted, whichever is most recent. For the Six-Year Exception, see (b) (2) (B) (1) below.

* Qualifying service is defined as serving in a California peace officer/Level I reserve officer position for which a POST-certified Regular Basic Course or Specialized Investigators’ Basic Course was required by law. Service as a Level I reserve officer will be considered only for a Level I reserve who serves an average monthly minimum of 16 hours.

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(2) Requalification Methods: When requalification is required, as determined above, it must be achieved before an individual may exercise peace officer powers. Upon successful requalification the individual is eligible, for up to three years, to be appointed or reappointed as a California peace officer/Level I reserve officer. The provisions and means for requalification are as follows:

(A) Repeating and successfully completing the appropriate basic course (RBC or SIBC) or

(B) Successfully completing a POST-certified Requalification Course, (PAM, section D-10-3).

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1. **Six-Year Exception:** An individual who successfully completed a Regular Basic Course, Specialized Investigators' Basic Course or the Basic Course Waiver Process *on or after July 1, 1999 but who never served* in a California peace officer/Level I reserve officer position for which a Regular or Specialized Investigators' Basic Course is required, may requalify by successfully completing a POST-certified Requalification Course one time within six years from the date of basic course or waiver process completion. After six years, an individual must successfully complete the appropriate basic course (RBC or SIBC) to requalify, regardless of when the Requalification Course was completed.

- (C) Successfully completing a POST-approved alternative job-related requalification procedure conducted by a presenter of a POST-certified Regular Basic Course. The individual 1) must have previously satisfied the Regular Basic Course training requirement; 2) is for the first time obtaining law enforcement employment after a three-year-or-longer break since successful completion of the Regular Basic Course; and 3) the individual's department has obtained prior written approval from POST for the use of an alternative procedure and verifies that the individual is currently proficient and meets or exceeds minimum performance standards established by the Commission.

- (3) **Exemptions:** An exemption of the requalification requirement may be granted by the Executive Director or the Commission as follows:
 - (A) The Executive Director may grant an exemption to an individual who possesses a POST Basic Certificate and is returning to law enforcement after a three-year-or-longer break in service, and
 1. Is re-entering a middle management or executive rank and will function at the second-level of supervision or above; or
 2. Has been, with no longer than a 60-day break in service between law enforcement employers as a regular peace officer, employed continuously in another state as a full-time regular peace officer; or
 3. Has served, with no longer than a 60-day break in service between law enforcement employers, continuously as a Level I reserve officer in California and the individual's agency chief executive attests in writing that the individual is currently proficient; or
 4. The individual's employment, training, and education during the break in service provides assurance, as determined by POST, that the individual is currently proficient; or
 5. Is re-entering law enforcement in a permanent or light duty assignment not involving general law enforcement duties if attested to in writing by the agency chief executive.

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An individual seeking an exemption from completion of the requalification requirement shall submit a letter to the Executive Director, outlining the following criteria: 1) reason for the request; 2) description of the law enforcement position the applicant is seeking; and 3) documentation of prior employment, training, and education, and the dates completed as it applies to the criteria outlined in (3) (A) (1-5) above.

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- (B) The Commission may, in response to a written request or on its own motion, upon a showing of good cause and based upon an individual's employment, proficiency, training, and education, exempt an individual from completion of the basic course requalification requirement. The individual shall: 1) have satisfied the Regular Basic Course training requirement; 2) become reemployed as a peace officer after a three-year-or-longer break in service; and 3) not be described or included in (3) (A) (1-5) above.

(c) Requalification Requirement for the Regular Basic Course – Modular Format, Module III.

- (1) Three-Year Requalification Requirement: Requalification is required for any individual who seeks appointment or reappointment to a position for which Module III of the Regular Basic Course – Modular Format is required as the minimum training standard [reference Regulation section 1007(a)] when the individual:

(A) Has previously served in a California Level III reserve peace officer position and has:

1. Successfully completed a POST-certified Module III*, but subsequently has a three-year or longer break from the last date of service.

OR

(B) Has NOT previously served in a California Level III reserve peace officer position and has:

1. Successfully completed a POST-certified Module III*, but subsequently has a three-year-or-longer break from the last date of successful completion of Module III.

* Prior successful completion of the Two-Part Level III Module or the single component Level III Module meets the requirements of Module III.

- (2) Requalification Methods: When requalification is required, as determined above, it must be achieved before an individual may exercise peace officer powers. Upon successful requalification the individual is eligible, for up to three years, to be appointed or reappointed as a California Level III reserve peace officer. The provisions and means for requalification are as follows:

(A) Repeating and successfully completing Module III or

(B) Demonstrating continued mastery of Module III training material by passing the POST-Constructed Comprehensive Module III End-of-Course Proficiency Test, the PC 832 Course Arrest Methods Skills Test and the PC 832 Firearms Skills Test. This can be accomplished through the completion of the Module III Requalification Examination Process [for eligibility refer to [1008(c)(3)].

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1. Six-Year Exception: An individual who successfully completed Module III *on or after July 1, 2008 but who never served* in a California Level III reserve peace officer position, may requalify by successfully completing the Module III Requalification Examination Process one time within six years from the date of

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completion of Module III. After six years, an individual must successfully complete Module III to requalify, regardless of when the Requalification Examination Process was completed.

- (3) Eligibility for the Module III Requalification Examination Process: Only individuals who have previously completed a POST-certified Module III are eligible to participate in the Module III Requalification Examination Process.
- (A) Individuals seeking to be tested shall receive written notification from the presenter regarding eligibility to be tested within 30 days of receipt by the presenter of all documentation required in subsections 1008(c)(4)(A) below.
- (B) Individuals receiving notification that they are ineligible to be tested shall be given an explanation for ineligibility. An individual may submit a new request with the additional documentation, which will be processed according to subsection 1007(c)(4)(A) below. POST shall have final approval or disapproval of the eligibility of any individual seeking admission to any part of the testing process. All applicable examination fees will be returned, with the notification, to those individuals who are determined, either by the presenter or by POST, to be ineligible for testing.
- (4) Module III Requalification Examination Process:
- (A) Application: An individual seeking to requalify Module III training through the examination process shall submit a written request to a POST-approved Module III Requalification Examination Presenter that includes:
1. The individual's full name, mailing address, daytime phone number, and POST identification number;
 2. A copy of the individual's Module III course completion certificate or other verifiable documentation showing prior successful completion of Module III. This documentation shall include the individual's name, the name of the presenting institution, the number of hours completed, and the ending date of the training;
 3. A certified check or money order payable to the presenter (see (c)(4)(B) below for fees);
 4. A criminal history clearance from the Department of Justice.*

*All requests to test for the firearms component from applicants who are not sponsored by a local or other law enforcement agency, or who are not peace officers employed by a state or local agency, department or district, shall include a criminal history clearance in compliance with PC 13511.5 prior to admission to firearms testing. No firearms testing shall be administered to any applicant prior to receipt of the Department of Justice criminal history clearance form. The criminal history clearance need not be redone where there has been a lapse of less than 180 days since the last clearance.

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- (B) Examination Fees: POST-approved Module III Requalification Examination presenters are authorized to charge fees for the administration of the POST-Constructed Comprehensive Module III End-of-Course Proficiency Test, the PC 832 Arrest

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Methods Skills Test, and the PC 832 Firearms Skills Test. In addition to the initial examination fees, the presenter may charge fees for retesting. Failure to appear for requalification testing or retesting may result in forfeiture of examination fee(s). Fees may vary by presenter. Examination fees shall not exceed actual test administration costs and are subject to POST audit.

- (C) Requirements for Administering the Requalification Exams: Only POST-approved/authorized course presenters who have received training in the administration of the Requalification Exams and who agree to abide by the terms of a formal POST test use and security agreement shall administer and score the examinations. All examinations shall be administered and scored in accordance with the specified procedures listed below using POST minimum passing scores.
1. All requalification applicants shall be tested at a POST-approved location within 90 days of notification of eligibility to take the requalification exam.
 2. At least 30 days in advance of the test, eligible requalification applicants shall be notified as to the specific date, time and location of testing.
 3. Individuals desiring to be tested after failure to appear for a scheduled requalification exam must reestablish eligibility to be tested by completing the requirements described in Regulation 1008(c)(4)(A).
 4. All examination results shall be mailed to POST by the examination administrator, postmarked within five working days of the date of testing.

The presenter shall notify all examinees in writing as to examination results, postmarked within five working days of requalification examination completion. The presenter shall also issue a completion certificate within five working days showing that the individual successfully completed the Module III Requalification Examination.

The presenter shall maintain, as a matter of record, all documents submitted by an individual who participates in the Module III Requalification Examination.

- (D) Requalification Examination Retesting: One requalification exam retest shall be permitted for any test failed, contingent upon advance payment of applicable examination fees [see (c)(4)(B) above]. Such retesting must occur within 90 days of the requalification examination. For firearms and arrest skills tests, individuals will have the option of either retesting immediately or within 90 days. All required examinations must be passed to complete the Module III Requalification Examination Process.
1. Individuals who fail to achieve a passing score upon requalification exam retesting, or who fail to appear for requalification exam retesting, shall be required to successfully complete Module III training in order to meet the Module III requalification requirements.

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(d) **Requalification Requirement for the Regular Basic Course – Modular Format, Module II.**

Three-Year Requalification Requirement: Requalification is required for any individual who seeks appointment or reappointment to a position for which Module II of the Regular Basic Course – Modular Format is required as the minimum training standard [reference Regulation section 1007(a)] when the individual:

(A) Has previously served in a California Level II reserve peace officer position and has:

1. Successfully completed a POST-certified Module III and Module II, but subsequently has a three-year or longer break from the last date of service.

OR

(B) Has NOT previously served in a California Level II reserve peace officer position and has:

2. Successfully completed a POST-certified Module III and Module II, but subsequently has a three-year-or-longer break from the last date of successful completion of Module II.

(2) **Requalification Methods:** When requalification is required, as determined above, it must be achieved before an individual may exercise peace officer powers. Upon successful requalification the individual is eligible, for up to three years, to be appointed or reappointed as a California Level II reserve peace officer. The provisions and means for requalification are as follows:

(A) Repeating and successfully completing Module II or

(B) Demonstrating continued mastery of Module II training material by passing the POST-Constructed Comprehensive Module II End-of-Course Proficiency Test, the PC 832 Course Arrest Methods Skills Test and the PC 832 Firearms Skills Test. This can be accomplished through the completion of the Module II Requalification Examination Process [for eligibility refer to 1008(d)(3)].

1. **Six-Year Exception:** An individual who successfully completed Module II *on or after July 1, 2008 but who never served* in a California Level II reserve peace officer position, may requalify by successfully completing the Module II Requalification Examination Process one time within six years from the date of completion of Module II. After six years, an individual must successfully complete Module II to requalify, regardless of when the Requalification Examination Process was completed.

(3) **Eligibility for the Module II Requalification Examination Process:** Only individuals who have previously completed POST-certified Modules III and II are eligible to participate in the Module II Requalification Examination Process.

(A) Individuals seeking to be tested shall receive written notification from the presenter regarding eligibility to be tested within 30 days of receipt by the presenter of all documentation required in subsections 1008(d)(4)(A) below.

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- (B) Individuals receiving notification that they are ineligible to be tested shall be given an explanation for ineligibility. An individual may submit a new request with the additional documentation, which will be processed according to subsection 1008(d)(4)(A) below. POST shall have final approval or disapproval of the eligibility of any individual seeking admission to any part of the testing process. All applicable examination fees will be returned, with the notification, to those individuals who are determined, either by the presenter or by POST, to be ineligible for testing.

(4) Module II Requalification Examination Process:

- (A) Application: An individual seeking to requalify Module II training through the examination process shall submit a written request to a POST-approved Module II Requalification Examination Presenter that includes:

1. The individual's full name, mailing address, daytime phone number, and POST identification number;
2. A copy of the individual's Module III and Module II Course completion certificates or other verifiable documentation showing prior successful completion of Module III and Module II. This documentation shall include the individual's name, the name of the presenting institution, the number of hours completed, and the ending date of the training;
3. A certified check or money order payable to the presenter (see (d)(4)(B) below for fees);
4. A criminal history clearance from the Department of Justice.*

*All requests to test for the firearms component from applicants who are not sponsored by a local or other law enforcement agency, or who are not peace officers employed by a state or local agency, department or district, shall include a criminal history clearance in compliance with PC 13511.5 prior to admission to firearms testing. No firearms testing shall be administered to any applicant prior to receipt of the Department of Justice criminal history clearance form. The criminal history clearance need not be redone where there has been a lapse of less than 180 days since the last clearance.

- (B) Examination Fees: POST-approved Module II Requalification Examination presenters are authorized to charge fees for the administration of the POST-Constructed Comprehensive Module II End-of-Course Proficiency Test, the PC 832 Arrest Methods Skills Test, and the PC 832 Firearms Skills Test. In addition to the initial examination fees, the presenter may charge fees for retesting. Failure to appear for requalification testing or retesting may result in forfeiture of examination fee(s). Fees may vary by presenter. Examination fees shall not exceed actual test administration costs and are subject to POST audit.

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- (C) Requirements for Administering the Requalification Exams: Only POST-approved/authorized course presenters who have received training in the administration of the Requalification Exams and who agree to abide by the terms of a formal POST test use and security agreement shall administer and score the examinations. All

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examinations shall be administered and scored in accordance with the specified procedures listed below using POST minimum passing scores.

1. All requalification applicants shall be tested at a POST-approved location within 90 days of notification of eligibility to take the requalification exam.
 2. At least 30 days in advance of the test, eligible requalification applicants shall be notified as to the specific date, time and location of testing.
 3. Individuals desiring to be tested after failure to appear for a scheduled requalification exam must reestablish eligibility to be tested by completing the requirements described in Regulation 1008(d)(4)(A).
 4. All examination results shall be mailed to POST by the examination administrator, postmarked within five working days of the date of testing.
 5. The presenter shall notify all examinees in writing as to examination results, postmarked within five working days of requalification examination completion. The presenter shall also issue a completion certificate within five working days showing that the individual successfully completed the Module II Requalification Examination.
 6. The presenter shall maintain, as a matter of record, all documents submitted by an individual who participates in the Module II Requalification Examination.
- (D) Requalification Examination Retesting: One requalification exam retest shall be permitted for any test failed, contingent upon advance payment of applicable examination fees [see (d)(4)(B) above]. Such retesting must occur within 90 days of the requalification examination. For firearms and arrest skills tests, individuals will have the option of either retesting immediately or within 90 days. All required examinations must be passed to complete the Module II Requalification Examination Process.

Individuals who fail to achieve a passing score upon requalification exam retesting, or who fail to appear for requalification exam retesting, shall be required to successfully complete Module II training in order to meet the Module II requalification requirements.

(e) Requalification Requirement for the Regular Basic Course – Modular Format, Module I.

- (1) Individuals who have successfully completed Modules III, II and I, have met the requirements of the Regular Basic Course. The requalification requirements specified for the Regular Basic Course [reference Regulation section 1008(b)] also apply to Module I.

PAM Section D-10 adopted June 16, 1999, and amended July 1, 2002, September 15, 2004, January 1, 2006, and August 26, 2006 is herein incorporated by reference.

PAM Section D-11 adopted effective January 28, 1982, and amended August 17, 1986, November 2, 1986, January 29, 1988, February 22, 1996, June 16, 1999, July 1, 2002 and September 21, 2005 is herein incorporated by reference.

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The document, *Training and Testing Specifications for Peace Officer Basic Courses*, adopted effective

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January 1, 2001 and amended effective October 1, 2001, January 1, 2002, April 26, 2002, September 15, 2004, July 1, 2005, January 1, 2006, July 1, 2007, August 8, 2007, January 1, 2008, and July 1, 2008 is herein incorporated by reference.

The document, *Instructor's Guide to Learning Activities for Leadership, Ethics and Community Policing December 2005*, adopted effective January 1, 2006 is herein incorporated by reference.

(Revised: 07-01-08)

1009. Academy Instructor Certificate Program (AICP)

(a) Academy Instructor Certificate Program. The AICP is designed to promote general instructional excellence in instructors who teach Regular Basic Course curriculum.

(1) There are three AICP components:

- (A) Academy Instructor Certification Course
- (C) POST Academy Instructor Certificate
- (D) Triennial Academy Instructor Certificate re-certification requirement.

(2) Effective March 1, 2008, each Regular Basic Course academy shall participate in the AICP program by following the requirements specified in this regulation. A participating academy shall require certification of all Regular Basic Course instructional staff. A participating academy that employs instructors who fail to become certificated within the required time-period is subject to removal from the AICP, and decertification as a basic course presenter pursuant to Regulation 1057.

(3) Regular Basic Course instructors who are employed by an academy prior to March 1, 2008 shall possess the Academy Instructor Certificate within three years of March 1, 2008. Prior to instructing any component of the Regular Basic Course, any individual who is appointed on or after March 1, 2008 to an Academy, a Level I, or a Level II, instructor position shall:

(A) Complete the Academy Instructor Certification Course (AICC), Regulation 1082, or pass the AICC Equivalency Process, Regulation 1009(c)(4), and

(B) Possess the Academy Instructor Certificate.

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(4) Regular Basic Course instructors who teach certain specialized subjects must satisfy additional requirements, as specified in Regulation 1070. Regular Basic Course instructors who also perform the duties of Academy Director, Academy Coordinator, or Academy Recruit Training Officer must satisfy additional requirements, as specified in Regulation 1071.

(b) Academy Instructor Certification Course. The Academy Instructor Certification Course is designed to develop Regular Basic Course instructors' training delivery, adult learning techniques, planning, presentation, and facilitation skills. When the subject is taught in the Regular Basic Course, successful completion of this course is a prerequisite to teaching a specialized subject specified in Regulation 1070.

(1) General Requirements for Academy Instructor Certification Course:

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- (A) The course shall be POST-certified in accordance with the requirements specified in Regulations 1052-1056.
- (B) The instructor must be an experienced instructor development trainer skilled in competencies emphasized in Academy Instructor Certification Course curriculum (Regulation 1082).
- (C) The Academy Instructor Certification Course minimum course content as specified in Regulation 1082 shall be followed. Guidelines for an expanded course outline are provided in the publication *Guidelines and Curriculum for the Academy Instructor Certificate Program*.
- (D) Priority for enrollment shall be accorded to an academy's current Regular Basic Course instructors or Regular Basic Course instructor applicants.
- (E) Student re-evaluations shall be limited to one re-evaluation, to be completed within 180 days.
- (F) An experienced instructor development trainer who is skilled in the competencies emphasized in the Academy Instructor Certification Course curriculum shall complete and sign all competency verifications.

(2) The Academy Director/designee shall:

- (A) Complete and sign a Competency Verification Checklist, POST form 2-123, for each student enrolled in the Academy Instructor Certification Course.
- (B) Provide remediation for students not successful in completing the Academy Instructor Certification Course.
- (C) Issue the Academy Instructor Certificate awards as specified in subsection 1009(e) below.
- (D) Notify POST of all Academy Instructor Certificate awards within 15 days of issuance.

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- (E) Maintain all required documentation as specified in subsections 1009(c), (d), and (e) below for each individual participating in those components. The documents are subject to a POST audit of the AICP upon request.
- (F) Provide one re-evaluation to any candidate who requests a re-evaluation.
- (G) Provide each individual awarded the Academy Instructor Certificate with information on re-certification requirements as specified in subsection 1009(f) below.

(c) POST Academy Instructor Certificate Requirements. The Academy Instructor Certificate shall be awarded to individuals who have met the following criteria:

- (1) Successful completion of a POST-certified Academy Instructor Certification Course, and

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- (2) Successful demonstration* of all competencies listed on the Competency Verification Checklist, POST 2-123, as verified by the Academy Director/designee through one or a combination of the following:

- (A) Observation of individual within the Academy Instructor Certification Course classroom via a presentation made to classroom peers, or
- (B) Observation of individual within a Regular Basic Course academy class.

**Any competencies not demonstrated via the methods described in (2)(A) and (B) above may be demonstrated by oral examination.*

- (3) Approval by the Academy Director/designee on the Competency Verification Checklist, POST 2-123.

OR

- (4) Completion of an equivalency process for an Academy Instructor Certificate, which includes:

- (A) Successful completion of a minimum of 24 hours of a general instructor development course(s) as documented by a certificate of course completion or an expanded course outline;
- (B) Completion of a self-study program on “adult learning and the Basic Course instructional system” as outlined in the POST-provided tutorial package; and
- (C) Successful demonstration* of competencies listed on the Competency Verification Checklist, POST 2-123, performed by teaching in an Academy Instructor Certification Course, a Regular Basic Course, or to academy staff. The Competency Verification Checklist shall be assessed and approved by an experienced instructor development trainer skilled in competencies emphasized in the Academy Instructor Certification Course curriculum.

**Any competencies not demonstrated via the methods described in (4)(C) above may be demonstrated by oral examination.*

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- (d) Re-evaluations of Competency.** Any individual who receives an unsatisfactory evaluation on the “Competency Verification Checklist” may be re-evaluated as follows:

- (1) The candidate shall submit a written request to the Academy Director for a re-evaluation within 10 days of receiving the unsatisfactory evaluation.
- (2) The Academy Director/designee shall provide appropriate remediation.
- (3) The Academy Director/designee shall provide one opportunity for re-evaluation.
- (4) The re-evaluation shall be scheduled at a mutually agreeable date, time, and place, but must occur within 180 days of the candidate’s date of completion of the Academy Instructor Certification Course or completion of the tutorial package for those following the equivalency process.

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- (5) A new Competency Verification Checklist shall be completed in accordance with Regulation 1009(b) (1) (F).
- (e) **Academy Issuance of the Academy Instructor Certificate.** Requirements for an academy's issuance of the Academy Instructor Certificate shall be as follows:
- (1) The Academy Director/designee shall issue the Academy Instructor Certificate within 30 days to an individual who has satisfied the certificate requirements in Regulation 1009(c) above.
 - (2) The Academy Director/designee shall provide the following information to POST within 15 days of certificate issuance, via the POST electronic AICP System:
 - (A) Date of issuance/award
 - (B) Name of individual
 - (C) Social Security Number
 - (D) Individual's employing academy
 - (E) Individual's subject(s) of instruction in the Regular Basic Course
- (f) **Triennial Re-certification Requirement.** The Academy Instructor Certificate shall be renewed every three years. Individuals seeking re-certification shall provide documentation that supports compliance with the requirements set forth in subsections (1) and (2) below.
- (1) Re-certification shall be granted to an individual who, prior to the three-year renewal date, meets the following requirements as approved by the Academy Director/designee:
 - (A) Delivery of a minimum of 24 hours of teaching/presentations (which exercise or expand instructor core competencies), and
 - (B) Completion of a minimum of 8 hours of "professional development" training through a course, conference, symposium, self-directed study, or any other training experience approved by the Academy Director/designee. The professional development training shall cover general instructor development or specialized training development which exercises or expands instructor core competencies.
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- (2) Documentation shall be provided via the POST electronic AICP System. An individual must provide personal log-in information and either a POST course control number along with hours and subject(s) taught or the locations(s), date(s), subject description(s), and hour(s) for the training, conference, symposium, etc. as described in subsections (f)(1)(A) and (B) above. The Academy Director/designee may require additional documentation for evaluation purposes.
 - (3) The Academy Director/designee, upon approval of a re-certification, shall notify POST within 15 days of the renewal date. The re-certification issuance date shall be on the 3-year anniversary of certificate issuance. Notifications shall be provided via the POST electronic AICP System.
- (g) **POST-Certified Academy Instructor designation.** An individual who possess a valid and unexpired Academy Instructor Certificate shall be recognized as a "POST-Certified Academy Instructor."
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(Revised: 03-01-08)

1010. Participation in the POST Program.

New PAM Chapter 3: Participation

(Revised: 07-06-07)

1011. Certificates and Awards.

[*New PAM, Chapter 7: Certificates*](#)

(Revised: 03-04-07)

1012. Conditions for Continuing Employment

- (a) Every full-time peace officer employed by a participating department shall be required to serve in a probationary status for not less than 12 months from the date appointed to a full-time peace officer position.
- (b) In order to continue to exercise peace officer powers, any individual appointed to a full-time peace officer position pursuant to Penal Code section 830.1(a) must obtain a Basic Certificate as set forth in Penal Code section 832.4.

(Revised: 07-01-03)

1013. Code of Ethics.

The Law Enforcement Code of Ethics, as stated in PAM section C-3, shall be administered to all peace officer trainees during the basic course and to all other persons at the time of appointment.

(Revised: 09-26-90)

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1014. Training for Non-Sworn and Paraprofessional Personnel.

(a) **Reimbursement shall be provided to Regular Program agencies** for the training of non-sworn personnel performing police tasks and paraprofessional personnel, as provided for by Regulation 1015 and POST Administrative Manual Section E-1-4(a).

(b) **Request for Approval.**

(1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training, the agency shall include in the approval request the following information regarding each individual. (See PAM, section E-1-4(a).

(A) The trainees name and job title.

(B) Job description.

(C) Course title, location and dates of presentation.

(2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(c) **Reimbursement.**

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employees classification as set forth in the POST Administrative Manual, section E-1-4(a).

No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM section E-1-4(a)(3), (4), and (5).

PAM section E-1-4 (a) adopted effective April 15, 1982, and amended May 1, 1987, October 10, 1990, January 21, 1994, August 1, 2005, and August 26, 2006 is herein incorporated by reference.

(Revised: 08-26-06)

1015. Reimbursements.

(a) **Proportionate Reimbursement.**

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with section 13523 Penal Code.

(1) Marshals and district attorneys departments are included in the Regular Program for reimbursement even though individual officers employed by the agencies have retained specialized peace officer classification.

(2) A jurisdiction that employs limited function peace officers may be reimbursed for allowable expenses of these officers that are related to attendance of POST-certified courses.

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(b) Reimbursement for Travel, Subsistence, Commuter Lunch, Tuition and Back-fill salary.

(1) Requests for Reimbursement.

Each request for reimbursement must be submitted on a form provided by the Commission and submitted to the training institution at the beginning of a POST-certified training course. No further action is required by the participating jurisdiction to receive reimbursement except for those courses requiring a report to POST as a condition of successful completion, such as Field Management Training and Team Building Workshops. Upon completion of the training, reimbursement will be automatically computed and paid to the jurisdiction.

(2) Training Expenses May Be Claimed Only Once.

When a trainee has attended a course certified by the Commission for which reimbursement has been legally requested and paid, an employing jurisdiction may not receive reimbursement for subsequent attendance by the same trainee of the same course except where attendance of the course is authorized to be repeated periodically, such as for Seminars, Advanced Officer Courses, and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change. Exceptions or special circumstances must be approved by the Executive Director prior to beginning the training course.

- (3) Reimbursement is provided only for expenses related to attendance of POST certified courses.
- (4) Reimbursement may be provided only for satisfactorily completed training acquired by full-time employees in an on-duty status. See the POST Administrative Manual, section E-1-4(c) and (e), (adopted effective April 15, 1982), herein incorporated by reference.
- (5) Reimbursement may be made to a jurisdiction which terminates a basic course trainee, allows a trainee to resign prior to completion of a certified basic course, or if the trainee is unable to complete a certified basic course due to illness, injury, or other physical or academic deficiency, provided the background investigation requirements of Regulation 1002 or Regulation 1018(c), respectively, (based on the applicability of the regulation to the classification of the trainee) have been completed prior to the date the trainee was appointed and the date the course began. The remaining reimbursement entitlement for a trainee eligible to be re-enrolled may be applied to attendance of any certified basic course which is subsequently attended by the trainee.
- (6) Reimbursement may be paid to a jurisdiction when a peace officer trainee fails a certified Basic Course only because of not passing a locally required training subject(s), but the trainee otherwise satisfactorily completes the course.
- (7) When a peace officer trainee has attended a POST-certified basic course for which reimbursement has been provided, an employing jurisdiction may receive reimbursement for subsequent attendance of a POST-certified basic training course by the same trainee who has a three-year or longer break in service as a peace officer and must be retrained (1008(b)).

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- (8) Reimbursement for partial completion of a certified Motorcycle Training Course or instructor training courses may be provided if the trainee fails to complete the course due to an inability to perform the skills required for successful completion.
- (9) A Drug Asset Forfeiture Account is established for all money accruing to the Peace Officers' Training Fund from drug asset forfeitures. Funds within the Drug Asset Forfeiture Account will be distributed to cities, counties, and districts participating in the POST program under Penal Code section 13522, and to State agencies, as partial reimbursement of costs incurred by full-time peace officers who complete drug training courses. Annual reimbursement from this account will be made for completion of any POST-certified narcotics and dangerous drug course. Excluded are courses not specifically certified as drug courses and for which POST is unable to track attendance by course content.
- (10) Reimbursement is authorized for California law enforcement agencies in counties bordering states contiguous to California, and whose officers attend POST-certified training courses in those states (Oregon, Nevada and Arizona). Agencies in other than contiguous counties may be reimbursed only if the Executive Director or his designee grants prior approval. Prior approval will be granted only upon showing a special need.

(c) Reimbursement for Training Presentation

- (1) With the exception of tuition-based courses, contract courses, and Web-Based Training, an agency presenter may receive reimbursement for up to the actual course presentation costs [refer to Regulation 1001] for expenses incurred in training full-time employees from agencies eligible for POST reimbursement.
- (2) Training presentation reimbursement shall be paid at a uniform rate per student hour.
- (3) Training presentation reimbursement shall only be provided for the total number of POST-approved reimbursement training hours attended by eligible trainees as described in Regulation 1015(c) (1).

(d) Back-fill (replacement)/Days-Off Reimbursement

- (1) The Commission will reimburse any eligible agency, Section 13523 Penal Code, for the agency's expense of paying salary at the overtime rate: (1) to a peace officer who replaces another peace officer for his/her attendance at selected POST-certified training, or (2) to a peace officer who is assigned to training on his/her days off, or, (3) to a public safety dispatcher or dispatch supervisor who replaces another public safety dispatcher, or dispatch supervisor for his/her attendance at selected POST-certified training, or (4) to a public safety dispatcher, or dispatch supervisor who is assigned to training on his/her days-off.
- (2) Reimbursement claims may be made only for attendance at POST-certified training courses identified by the Commission. Training courses that qualify for reimbursement are restricted to: (a) courses developed and presented with Federal funds allocated by Federal law, STOP violence against women, (b) courses designed to address high-priority, in-service training needs of entry-level peace officers, and (c) courses designed to address high-priority, in-service training needs of public safety dispatchers and dispatch supervisors. As such courses are certified, there will be a notation of eligibility for reimbursement.

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- (3) Reimbursement shall be paid at 100% of actual salary cost (at the time and one-half overtime rate) incurred to keep a position filled while the incumbent attends training. Payment is subject to availability of funds.

PAM Section E-1-4c adopted effective April 15, 1982 and amended January 21, 1994, is herein incorporated by reference.

PAM Section E-1-4e adopted effective April 15, 1982 is herein incorporated by reference.

Note: Refer to PAM Section E, Reimbursements, for detailed information on reimbursement procedures.

(Revised: 08-26-06)

1016. Services Provided by the Commission.

Counseling services are provided only to a local jurisdiction, and only upon request for the purpose of improving its administration, management, and operations. Aid may also be given to such agencies in implementing recommended procedures or practices. See PAM, section G.

(Revised: 06-15-83)

1017. Executive Director Evaluation and Vacation Allowance.

The Commission, at the first meeting held after the beginning of each fiscal year, shall review the performance of the Executive Director and after such review, assign vacation credits that will accrue to that position for that fiscal year. Such vacation credits may accrue, without respect to annual vacation allowances, to a maximum of 60 working days at any given time.

(Revised: 02-10-83)

1018. Public Safety Dispatcher Programs.

- (a) **The Commission shall establish a Public Safety Dispatcher Program** for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code section 13510.

Public Safety Dispatcher is defined in regulation 1001. Consistent with that definition, selection and training requirements set forth below apply to all persons employed, full-time or part-time, by the participating agency to duties including receiving emergency calls for law enforcement service and/or the dispatching of law enforcement personnel. The selection and training requirements do not apply to persons employed as peace officers assigned to the above-described duties.

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- (b) **Specialized Public Safety Dispatcher Program.**

Any public jurisdiction or agency, other than those described in Penal Code section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety Dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and

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procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

(c) **Minimum Selection Standards for Public Safety Dispatchers.**

Every public safety dispatcher candidate shall be subject to the following requirements:

- (1) **Background Investigation:** A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall be conducted as prescribed in PAM section C-1.
- (2) **Medical Examination:** A medical examination shall be conducted before hire to verify the absence of any medical condition that would preclude the safe and efficient performance of dispatcher duties. The department shall retain the signed written verification that the medical examination was conducted by a licensed physician and surgeon, in accordance with this requirement.
- (3) **Oral Communications:** Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.
- (4) **Verbal, Reasoning, Memory, and Perceptual Abilities Assessment** (as defined in section (A)1-4 below): These abilities shall be evaluated before hire to assure the presence of ability levels commensurate with the performance of dispatcher duties, as measured by the POST Entry-Level Dispatcher Selection Test Battery or alternative job-related tests of these abilities.

(A) **Ability Definitions:**

1. Verbal ability includes written and oral comprehension (the ability to read passages and listen to orally imparted information and retrieve facts, draw conclusions, and derive meaning); and written expression (the ability to use language to convey information clearly in writing).
2. Reasoning ability includes at least one of the following: (1) deductive reasoning (the ability to apply general rules to specific problems to attain logical answers); or (2) information ordering (the ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order).
3. Memory ability includes the capacity to store and retrieve facts, details, and other information.
4. Perceptual ability includes speed and accuracy (the ability to quickly and accurately compare letters and numbers presented orally and in written form); and time sharing (the ability to shift back and forth between two or more sources of information, both written and orally imparted, in performing a task or set of tasks).

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- (B) **Exemption.** Any candidate who has: (1) successfully completed the Public Safety Dispatcher's Basic Course or passed the POST Basic Dispatcher Training Equivalency Examination (Commission Procedure F-5), and (2) completed probation as a dispatcher

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during previous employment shall be exempt from the requirements set forth in section 1018(c) (4).

(d) Minimum Training Standards for Public Safety Dispatchers.

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Public Safety Dispatchers' Basic Course as set forth in PAM, section D-1-5 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position; or possess the Public Safety Dispatcher Certificate.
- (2) Every public safety dispatcher, and public safety dispatch supervisor, shall also satisfactorily complete the Continuing Professional Training requirement set forth in Regulation 1005 (d).

(e) Probation Period.

Every full-time employed public safety dispatcher after hire shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

PAM section D-1-5 adopted effective December 29, 1988 and amended December 19, 1994, July 1, 2002, and September 15, 2004, January 1, 2006, and August 26, 2006 is herein incorporated by reference.

The document, *Training Specifications for the Public Safety Dispatchers' Basic Course* adopted effective December 19, 1994 and amended April 23, 1999 and July 1, 2002 is herein incorporated by reference.

(Revised: 03-04-07)

1019. Feasibility Studies for Peace Officer Status/Designation Requests

New PAM Chapter 2: Feasibility Studies

(Revised: 07-06-07)

1051. Course Certification Program.

- (a) The Commission administers the Course Certification Program to provide needed and quality training to law enforcement personnel. References to a course being “POST-certified” means that the Commission has approved presentation of the course in accordance with Regulations 1052-1055.

(Revised: 02-21-01)

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1052. Requirements for Course Certification

(a) Instructor-Led Training.

Each instructor-led training (Web-based, classroom, or other) course certification request shall be evaluated in accordance with the following factors:

- (1) Need and justification for course
- (2) Course content
- (3) Hours of Instruction
- (4) Qualification of instructors, coordinators, and/or academy staff (Reference Regulations 1070 and 1071 for minimum training standards)
- (5) Potential clientele and volume of trainees
- (6) Physical facilities appropriate for the training
- (7) Methods of course presentation
- (8) Availability of staff to administer the course
- (9) Course evaluation processes
- (10) Cost of course
- (11) Instructor/trainee ratios
- (12) Provisions for student safety

(b) Self-paced training (e.g., CD-ROM or Web-based training).

Each self-paced training course certification request shall be evaluated in accordance with the following factors:

- (1) Need and justification for course
- (2) Course content
- (3) Proposed Continuing Professional Training hours
- (4) Estimated completion time for a course
- (5) Estimated completion times for individual learning activities and evaluations
- (6) Qualification of course developers (Reference Regulations 1070 and 1071 for minimum training standards)
- (7) Potential clientele and volume of trainees
- (8) Course objectives
- (9) Learning activities that support the course objectives
- (10) Evaluation activities that determine if the course objectives were met

(c) In addition to the factors specified in Regulation 1052(a) or (b), each request for certification of a Regular Basic Course presented by an academy [as defined in Commission Procedure D-1-3(a)(5)] shall be evaluated in accordance with the following factors:

- (1) Each academy shall designate an academy director whose qualifications, based upon education, experience, and training shall include a demonstrated ability to manage an academy.

(A) Academy management responsibilities shall include:

1. Integrating and sequencing instruction;
2. Managing instructional methods, testing, and remediation;

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3. Hiring, assigning, and evaluating performance of the instructor(s), coordinator(s), training officer(s), and staff;
 4. Coordinating, budgeting, and controlling academy resources; and
 5. Maintaining academy discipline.
- (2) Each academy shall designate an academy coordinator whose qualifications, based upon knowledge, experience, and training, shall include a demonstrated ability to coordinate the instruction and management of the Regular Basic Course instructional system.
- (A) Regular Basic Course instructional system coordination responsibilities shall include:
1. Developing sequenced instructional schedules;
 2. Overseeing and evaluating instructional, technological, testing, and remediation methods;
 3. Participating in the hiring process of instructor(s), training officer(s) and staff, and making recommendations for their selection and assignment; and
 4. Evaluating instructor(s') and training officer(s') performance.
- (3) Each academy shall be supervised at all times by an academy director or coordinator when instruction is being conducted.
- (4) Each *college* academy shall institute an advisory committee of law enforcement officials to assist in providing logistical support and validation of the training.
- (5) Each academy shall comply with the minimum training standards for directors, coordinators and recruit training officers as prescribed in Regulation 1071.
- (d) Only those courses for which there is an identifiable and unmet need shall be certified.**
- (e) Courses for which POST has established** minimum curriculum and/or hourly requirements must comply with those requirements at the time of the certification request and any subsequent presentations. (See Regulation(s) 1081, 1082 and any training specifications referenced in PAM, section D-1, which have been incorporated into regulation by reference.) An exception would be a course *pilot* presentation that is determined to meet newly adopted or amended curriculum and hourly requirements, in which case, retroactive POST certification and presentation approval may be granted. In addition to meeting the curriculum and hourly requirements, a pilot presentation must meet the requirements set forth in Regulations 1052-1057. Any trainee who has successfully completed a retroactively POST-certified pilot presentation shall receive credit for the training (thus satisfying the training mandate) even though the training occurred prior to the adoption of training mandate or required curriculum/hours.
- (f) Training presented in conjunction with** association meetings or conferences may be certified subject to the requirements set forth in Regulations 1051-1058, along with the following conditions:
- (1) Training shall not be certified as POST reimbursable.

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- (2) Training presented by an association or in conjunction with an association meeting or conference shall not be certified if attendance is restricted to association members.
- (g) **The Commission shall only endorse or co-sponsor** courses, seminars, or conferences when POST has assisted in planning the event, developing the subject matter or program, and selecting instructors or speakers.
- (h) **No course shall be certified which restricts** attendance to a single agency, unless the purpose of the course is to improve that agency and attendance by non-agency personnel would jeopardize the success of the course.
- (i) **The presenter of a POST-certified course shall** review all audio-visual training materials prior to use as a training resource. The review of audio-visual training material shall emphasize the avoidance of materials that depict situations, tactics, and procedures that could lead a trainee to take inappropriate actions on the job. The review shall also include careful examination of depictions of law enforcement work to assure consistency with existing law and accepted practices. (For reference see "POST Guidelines for Reviewing Audio-Visual Training Materials").
 - (1) For the purposes of this regulation, "audio-visual training materials" are defined as audio tapes, CD-ROM discs, computer animations, digitized audio and video files, DVD discs, films, slides, videotapes, and other similar media. Classroom hand-out materials are not included.
 - (2) Regulation 1052(h) shall be effective July 14, 1993 and shall apply to all audio-visual training materials being considered for use in POST-certified courses commencing after that date. The regulation shall apply to materials previously used by the course presenters only as they are considered for re-use in POST-certified courses.
 - (3) Audio-visual materials cataloged on the "POST-Approved Media List," maintained by the Commission on Peace Officer Standards and Training, need not be subjected to the review process described in this section.
 - (4) Publicly available broadcast material pertinent to current training topics need not be subjected to the review process described in this section.

(Revised: 08-26-06)

1053. Course Certification Request and Review Process.

Course Certification Request. Any person or organization desiring to have a course certified shall first telephonically contact a POST regional consultant for an evaluation of the factors described in Regulation 1052(a) or (b). If the evaluation is favorable, a complete course certification request shall be submitted to POST via the Electronic Data Interchange (EDI) System..

- (a) The following information, provided to POST via the EDI, shall constitute a complete course certification request for instructor-led training and for the instructor-led portion of a blended learning course:

- (1) **Course Administration Information** collected via EDI shall consist of the following:

- (A) Agency submitting request

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- (B) Course title
- (C) College affiliation
- (D) Plan requested
- (E) Course length – hours
- (F) Format: Hours per day, days per week, weeks
- (G) Presentations per year
- (H) Units granted: semester or quarter
- (I) Participating law enforcement agencies and estimated number of yearly trainees from each agency
- (J) Enrollment restrictions
- (K) Maximum number of students
- (L) Address of course site
- (M) Facilities - number and size of classrooms
- (N) Course objectives and narrative description of course
- (O) Method of presentation - all techniques used: lecture, demonstration, simulation, role playing, conference, other
- (P) Number of instructors
- (Q) Training aids used
- (R) Required project
- (S) Method of evaluating stated objectives
- (T) Name and title of person requesting course certification
- (U) Contact number
- (V) Date of request
- (W) Secondary course title
- (X) Fiscal year
- (Y) Variable/fixed format
- (Z) Course is specific to dispatchers: yes or no
- (AA) Publish in POST course catalog: yes or no
- (BB) Categories
- (CC) Course is a legislative mandate: yes or no
- (DD) Course is in response to POST regulatory training requirements: yes or no
- (EE) Course requires standardized curriculum: yes or no
- (FF) Revisit content prior to course
- (GG) Course is highly dynamic: yes or no
- (HH) Course requires a safety guideline: yes or no
- (II) Subventions
- (JJ) Pre-requisites required: yes or no
- (KK) Proposed presentation dates
- (LL) On-site/Off-site presentations
- (MM) Material agency fees
- (NN) E-mail address

- (2) **Course Instructor Resume**, completed by the course presenter for each instructor assigned to instruct in any POST certified/approved course. The presenter Attestation/Evaluation section of the resume form shall be completed for each instructor of a “Specialized Training Subject” listed in Regulation 1070 and has been evaluated and found to meet the instructor training requirements of Regulations 1070 and 1082. The Course Instructor Resume information collected via EDI shall consist of the following:

- (A) Instructor’s name (first, middle, last)
- (B) Current occupation

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- (C) Current employer (primary)
- (D) Business address: street city state zip
- (E) Business phone number
- (F) Business email
- (G) Course assigned to instruct
- (H) Training presenter
- (I) POST presenter number
- (J) Course number if known
- (K) Subject(s) assigned to instruct (e.g., firearms, legal update)
- (L) Highest degree
- (M) Year obtained
- (N) Major
- (O) Education / teaching credential
- (P) College / university (include city and state)
- (Q) Types of general law enforcement experience relative to this instructional assignment (e.g., patrol, swat, traffic), number of years
- (R) Other law enforcement-related experience relative to this instructional assignment (e.g., college instructor, attorney), number of years
- (S) Instructor development training (general instructor skills: adult learning, assessment, presentation skills, testing): Course titles – POST-certified, course control number, total hours, completion date
- (T) Instructor development training (general instructor skills: adult learning, assessment, presentation skills, testing): Course titles – non POST-certified, presenter, total hours, completion date
- (U) Instructor training specific to this course – initial training and any update training (e.g., driver instructor course, driver instructor update course): course titles – POST-certified, course control number, total hours, completion date
- (V) Instructor training specific to this course – initial training and any update training (e.g., driver instructor course, driver instructor update course): course titles – non post-certified, presenter, total hours, completion date
- (W) Professional license certificates relevant to this course (e.g., EMT, NAUI, R.N.)
- (X) The name of the specialized subject the instructor is assigned to teach and the required instructor training course title as listed in regulation 1082 (e.g., firearms instructor)
- (Y) Completion of POST-certified instructor course – regulation 1070(b: course titles – post-certified, course control number, hours
- (Z) Equivalency evaluation for instructor course – regulation 1070(c): course titles / subject areas, course control number if known, hours, date, presenter
- (AA) Attestation for (Y) or (Z) above: presenter / designee, position title, date
- (BB) Titles of directly related courses/subjects taught
- (CC) Other teaching experience (course titles/subjects)
- (DD) Presenter / designee authorized to approve instructor
- (EE) Presenter's contact information: office number, cell number, fax number, email address

(3) **Course Budget** if the proposed course will require a tuition. (Reference Regulation 1054, Requirements for Course Budget.) Course Budget information collected via EDI shall consist of the following:

- (A) Agency presenting the course
- (B) Course category

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- (C) Course title
 - (D) Direct costs - services: instruction, coordination, clerical, printing/reproduction
 - (E) Direct costs - supplies: books/pamphlets/handouts, certificates, notebooks, paper/office supplies
 - (F) Direct costs – equipment
 - (G) Direct costs - travel: coordinator, instructors
 - (H) Direct costs – miscellaneous
 - (I) Indirect costs
 - (J) Subventions
 - (K) Name of person submitting budget and date
 - (L) Services – instruction: name, number of instructor hours, hourly rate
 - (M) Services – coordination: name, number of coordinator hours, hourly rate
 - (N) Services – clerical: name, number of hours, hourly rate
 - (O) Services – printing/reproduction: item, cost
 - (P) Supplies - books/pamphlets/handouts: item, quantity, cost
 - (Q) Supplies - certificates: item, quantity, cost
 - (R) Supplies - notebooks: item, quantity, cost
 - (S) Supplies - office supplies: item, quantity, cost
 - (T) Equipment: item, specific cost
 - (U) Travel: coordinator’s name, origin & destination, mode of transportation, specific costs (e.g., transportation, per diem, etc.)
 - (V) Miscellaneous: item, cost
 - (W) Subventions: source of subventions, type of subventions (cash, equipment, services, etc.), cash value of subvention
 - (X) General coordination
 - (Y) Presentation coordination
 - (Z) Site indicator
 - (AA) Course facilities cost
- (4) **Expanded course outline** that minimally includes subject topics to the third level of detail to sufficiently indicate the technical information in the subject areas. See 1053(c) (2) for an exception. A generic outline example is as follows:
- Course Name or Title

 - I. Introduction
 - A. Instructors
 - B. Course description
 - C. Administration
 - II. Topic 1 or Section I
 - A. First subtopic/section content
 - 1. Content breakdown goes here
 - B. Second subtopic/section content
 - 1. Content breakdown goes here
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- (5) **Hourly distribution schedule** indicating, by day of the week, the instructors and topics scheduled during each course hour. (Example formats are available from POST.)

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- (6) **Course safety policies and procedures** for courses that include manipulative skills training. (Reference *POST Guidelines for Safety in Certified Courses for clarification and sample policies.*) The policies and procedures must minimally address:

- (A) Rules of Safety and Conduct,
- (B) Reporting and Handling Injuries,
- (C) Ratios of Instructional Staff to Students.

- (b) **Self-paced training** (e.g., CD-ROM or Web-based training.) The following forms and related materials shall constitute a complete package for self-paced training, including the self-paced portion of a blended learning course:

- (1) **Self-Paced Training Course Certification Request** (POST 2-124, 8/06)

- (2) **Course Developer Résumé** (POST 2-125, 8/06). The course presenter shall complete a résumé for each course developer assigned to create any POST certified/approved self-paced course. The presenter Attestation/Evaluation section of the résumé form shall be completed for at least one developer of a “Specialized Training Subject” listed in Regulation 1070 who has been evaluated and found to meet the instructor training requirements of Regulation 1070 and 1082.

- (3) **Access to the WBT.** For review purposes, the presenter shall provide POST with the Uniform Resource Locator (URL) or other access resource (e.g., CD-ROM or DVD disc), log-on requirements, and any other information or media that would be supplied to a student taking the WBT.

- (4) **An expanded course outline** which minimally includes subject topics to the fourth level of detail to sufficiently indicate the technical information in the subject areas. The outline shall also show the connection between course content and objectives, learning activities, and evaluations. A generic outline example is as follows:

Course Name or Title

I. Introduction

- A. Course description
- B. How to access and complete the on-line training
 - 1. Uniform Resource Locator (URL) and log-on requirements
 - 2. Completion requirements

II. Topic 1 or Section 1

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- A. First subtopic/section content
 - 1. Content breakdown goes here
 - (a) Learning activities, related objectives, and estimated times of completion go here
 - 2. Student evaluations, related objectives, and estimated times of completion go here if done at the topic/section level. A typical evaluation might include written, audio, and/or video scenarios depicting a situation the student must successfully identify or analyze by answering multiple-choice, true/false, or matching questions.
- B. Second subtopic/section content
 - 1. Content breakdown goes here
 - (a) Learning activities, related objectives, and estimated times of completion go here

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2. Student evaluations, related objectives, and estimated times of completion go here if done at the topic/section level. A typical evaluation might include written, audio, and/or video scenarios depicting a situation the student must successfully identify or analyze by answering multiple choice, true/false, or matching questions.

III. Course Evaluation

- A. Student evaluations, related objectives, and estimated times of completion go here if done at the course level.

(5) **Proposed Continuing Professional Training (CPT)** hours

(6) **An estimation of the total time** required to complete the course

(7) **The presenter's attestation** of course developer approval and commitment to adhere to the POST-Approved Expanded Course Outline, and Conditions of Certification presentation. Any modifications to objectives, content, evaluations, total hours, etc. in a POST-certified course must be submitted to POST for approval before presentation.

(c) **Course Certification Review.**

- (1) Within 14 calendar days of receiving a course certification request, POST shall review the request and notify the requestor, via the Electronic Data Interchange (EDI) System, of the status of the request. If the request is incomplete, POST will identify the areas needing completion and shall return the request via the EDI System before further action will be taken to consider certification of the course.
- (2) The Commission shall review each complete request for course certification and base its decision on evaluation of those factors enumerated in Regulation 1052. Within 60 calendar days of receiving the course certification request, POST will notify the requestor of the Commission's decision to approve or disapprove certification of the course.
- (3) Any requestor not satisfied with a certification action may submit an appeal to the Commission in accordance with Regulation 1058.

(d) **Changes to Course Certification.** After a course is certified by the Commission under the conditions specified in the Course Certification Request, the course shall not be changed or modified, as described below, without POST approval. Course presenters must report any change(s) to the conditions of course certification or to the elements of the course: budget, course content, hours of presentation, instructors, location, number of presentations, hourly schedule, and scheduled times).

- (1) Modifications are changes to a Course Presentation Request submitted to POST and approved by POST prior to the course presentation.

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(2) **Modification Exception.** An exception to the requirement to submit modifications for POST approval shall be allowed for the courses listed below. After a presenter receives an initial certification for any of the courses listed below, a POST 2-141 (07/05), Expanded Course Outline Exemption, shall be submitted in lieu of the expanded course outline for any POST-directed changes to prescribed curriculum specified in the training and testing specifications adopted pursuant to the Administrative Procedure Act. However, an updated, expanded course outline shall still be submitted for all topics not prescribed by POST.

- (A) Regular Basic Course
- (B) PC832 Arrest and Firearms Course
- (C) Reserve Officer Level III Module (Part 2)
- (D) Reserve Officer Level II Module
- (E) Reserve Officer Level I Module
- (F) Specialized Investigators' Basic Course
- (G) Requalification Course
- (H) Public Safety Dispatchers' Basic Course
- (I) Investigation and Trial Preparation Course

(3) **Corrections** are changes to a Course Presentation Request submitted to POST and approved by POST after the course presentation.

(Revised: 11-14-07)

1054. Requirements for Course Budget.

Course coordinators presenting, or planning to present, a POST-certified tuition-based course are to use the following tuition and budget requirements and limits when submitting the Course Administration Information and Course Budget via the EDI System. Allowable per presentation costs for establishing tuition and course budgets are as follows:

- (a) **Instructional Costs.** Up to \$35 per hour, except as noted below, for each hour of instruction, per instructor, may be claimed. Fringe benefits and instructor preparation shall be included in this amount. Up to \$90 per instructional hour may be approved in instances of special need for particular expertise, based upon written justification from the presenter. On those limited occasions where it may be necessary to obtain special expertise to provide training, the maximum of \$90 per instructional hour may be exceeded upon prior approval of the Executive Director.
- (b) **Development Costs for Tuition-Based Courses.** When POST has specifically requested development of a new course or revision of an existing course, development costs may be negotiated with POST. When approved by the Executive Director, such costs shall be prorated as a portion of tuition for an agreed-upon number of presentations.
- (c) **Coordination.** Coordination costs may be requested based on the type of services performed. Coordination is categorized as:
 - (1) General Coordination, and
 - (2) Presentation Coordination.

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General Coordination: General Coordination is the performance of tasks associated with the development, pre-planning, and maintenance of any certified course. Maintenance includes: scheduling, selecting instructors, eliminating duplicative subject matter, providing alternate instructors/instruction as necessary, allocating instructional time to each subject, evaluating instructors, selecting training sites, supervising support staff, and administrative reporting. General Coordination costs may be charged at the rate of \$55 per 8 hours of instruction but may not exceed \$440 per presentation.

Presentation Coordination: Presentation Coordination is the performance of tasks related to course quality control, i.e., observing and evaluating instructors at the instructional site; identifying the need and arranging for the appearance of alternate instructors, when assigned instructors are not available; and being responsible for the development of a positive learning environment. It is required that the Presentation Coordinator be in the classroom, or its immediate vicinity, to resolve problems that may arise relating to the presentation of a course. Approved rates for presentation coordination, per instructional hour, may range from \$15 to \$25. Rates that exceed \$15 per hour must be supported by written justification that substantiates the higher cost of the coordinator.

- (d) **Clerical Support.** Actual hourly rates for clerical support may be allowed up to \$15 per instructional hour in accordance with the following formula:

Course Length	Maximum Hours of Clerical Support Permitted
24 hours or less	24 hours
25 to 40	40 hours
More than 40 hours	100 hours

- (e) **Printing/Reproduction.** The actual cost for printing of brochures and handouts may be allowed. Requests for reproduction costs shall not exceed 9 cents per page. Student workbooks are not considered handouts.
- (f) **Books/Films/Videotapes/Instructional Materials/Equipment.** Actual expenses may be allowed, provided each expense is identified. Expendables, such as programmed texts, may be allowed in the same manner. A one-time expenditure for purchase of textbooks may be allowed, provided the textbooks will be used in future course presentations. Films, videotapes, and instructional aids should be rented or obtained without charge. When rental costs for multiple presentations will exceed the cost of acquisition, purchase may be authorized by POST. If a film/videotape, instructional material, or equipment purchase is authorized by POST in advance, such materials shall be used in future course presentations and will remain the property of POST. Purchase cost shall be prorated over a reasonable number of presentations based on the item's anticipated service life. If the course is decertified, or if the purchased books, films, videotapes, instructional materials, or equipment are no longer necessary for use in the course, they shall be delivered to POST.
- (g) **Paper/Office Supplies/Mailing.** Actual expenses may be allowed, provided each expense is identified.
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- (h) **Coordinator/Instructor(s) Travel.** An estimate is to be made of necessary travel expenses for advance budget approval. Expenses for local area travel are allowable only when travel exceeds 25 miles one way, or if travel is necessary to an additional course site. If a course presentation is authorized outside of a 25-mile radius of the presenter's principle place of business, travel

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expenses may be allowed in accordance with existing State regulations covering travel and per diem.

- (i) **Miscellaneous.** Any other cost of materials and other direct items of expense may be approved by POST, based upon documented costs.
- (j) **Indirect Costs.** Indirect costs are allowable for expenses not assignable as direct costs. Indirect costs may not exceed 20% of the total direct costs.
- (k) **Calculation of tuition.** All budgeted costs (direct and indirect) are added to determine the total cost. The tuition cost per student shall be determined by dividing the total cost by the maximum number of students approved per presentation (See Regulation 1055(f)). For each presentation, course presenters may exceed the maximum enrollment up to 20% to compensate for unavoidable under-enrollments due to late cancellations. However, it is the presenter's responsibility to monitor over-enrollment so that by the end of the fiscal year, the total number of students does not exceed the approved maximum number established by the terms of certification. In the event over-enrollment is not properly managed and adjusted during the fiscal year, the Commission may:
 - (1) Reduce the course tuition,
 - (2) Require the presenter to conduct presentation(s) without tuition,
 - (3) Require the presenter to provide prorated refunds to trainees, or
 - (4) Decertify the course.

- (l) **Subventions.**

Course presenters shall include in the Course Budget (POST 2-106, rev 7/93) any outside subventions that support presentation of the proposed course.

(Revised: 11-11-07)

1055. Requirements for Course Presentation.

- (a) **Term of Certification:** Course certification shall be made on a fiscal year basis, subject to annual review. A course shall be certified for a specific number of presentations during a fiscal year. It shall be subject to the restrictions or stipulations specified by POST.
- (b) **Certification Non-Transferable:** A course that has been certified is valid for presentation only by the presenter receiving the certification and is not transferable to another presenter.
- (c) **Publicity:** A certified course, if publicized, must use the exact title as certified by POST. No course may be publicized prior to course certification. The POST certification number shall be shown on all materials being publicized. Presenters shall clearly indicate on any course announcements, brochures, bulletins, or publications that POST has certified the individual course offering.
- (d) **Course Presentation Request:** A Course Presentation Request shall be submitted to POST via the Electronic Data Interchange (EDI) System for each proposed course presentation. POST must receive the Course Presentation Request at least 30 calendar days prior to the course presentation.

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The Course Presentation Request submitted via EDI shall consist of the following information:

- (1) Course certification number
- (2) Certified course title/skills and knowledge module title
- (3) Course presenter
- (4) Address where training will be presented
- (5) Course presentation starting date and time and ending date and time.
- (6) Total number of training days
- (7) Maximum enrollment
- (8) Tuition
- (9) Driver Training Fee
- (10) For travel required for off-site course instruction; whether transportation is furnished by trainee/other, number of miles to other site from original site (round trip), number of Required trips
- (11) Second course site

(e) **Limitations on Course Enrollments:** The Commission shall designate the maximum number of students who may attend each course during a fiscal year.

(f) **Cheating:** Students who cheat, as defined in Commission Regulation 1001, shall be subject to discipline and possible dismissal in the following entry-level, mandated training courses:

- (1) Arrest & Firearms Course, Regulation 1081(a)
- (2) Aviation Security Course, Regulation 1081(a)
- (3) Reserve Peace Officer training courses, Modules A, B, C, and D, Regulation 1081(a)
- (4) School Peace Officer Course, Regulation 1081(a)
- (5) All basic training courses, Commission Procedure D-1-1
- (6) Modular Format - Levels III, II, and I, Regulation 1081(a): Basic (Regular) Course (Penal Code § 832.3) and Reserve Peace Office Course (Penal Code § 832.6).

(g) **Required Documents to Submit Upon Completion of Presentation:** A completed Course Roster (POST 2-111, Rev. 7/96) shall be prepared and submitted to the Commission after completion of each certified course presentation. The following documents shall accompany each Course Roster:

- (1) **Any Training Reimbursement Requests** (POST 2-273 Rev. 8/93) that are provided to the presenter by trainees, and
- (2) **A written statement from the course coordinator** explaining how successful completion was accomplished when a trainee is reported as completing the course, but has missed more than five percent of the certified hours of the Regular Basic Course (or modules of any of its formats) or ten percent of the certified hours of any other POST-certified course.

All documents must be submitted to the Commission no later than 10 calendar days following the ending date of the presentation. Subsequent to submission of these documents, the coordinator shall contact the Commission about needed corrections.

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(h) **Retention of Certification Documents:** For any POST-certified course, a current copy of the documents required by Regulation 1053(a) and (b) must be kept on file at the presenter's facility for inspection by POST.

(Revised: 11-14-07)

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1056. Annual Recertification.

Each certified course is reviewed prior to the beginning of a new fiscal year. Every presenter shall receive a Course Certification Report from POST for each certified course. These reports shall be reviewed and signed by the presenter or presenter's designee and returned to POST to ensure certification for the proceeding fiscal year. A POST review shall include evaluation of the continuing need for the course, currency of curriculum, and adherence to requirements for course certification per Regulation 1052 and course presentation per Regulation 1055. POST-developed multimedia training courses (e.g., telecourses, CD-ROM courses, and Web-based courses) are automatically recertified and shall not receive a course certification report.

(Revised: 08-26-06)

1057. Decertification.

Courses may be decertified by action of the Commission when:

- (a) There is no longer a demonstrated need for the course; or
- (b) There is failure to comply with the requirements set forth in Regulation 1052-1055; or
- (c) There are other causes warranting decertification as determined by the Commission.

(Revised: 04-24-91)

1058. Appeals Process.

- (a) **Any course certification/decertification decision may be appealed to the POST Executive Director.** The appeal, and all relevant course documentation the appellant believes supports the appeal, must be submitted in writing to the Executive Director within 30 calendar days of the date of the certification/ decertification notice.

Within 30 calendar days of receiving the appeal, the Executive Director shall respond to the appellant in writing with a decision and the reasons for the decision.

- (b) **The Executive Director's decision may be appealed to the Commission.** The appeal, and all relevant course documentation the individual believes supports the appeal, must be submitted in writing to the Commission within 30 calendar days of the date of the Executive Director's decision.

Appeals received at least 45 calendar days prior to the next scheduled Commission meeting will be heard at that meeting. Appeals received with less than 45 calendar days remaining prior to the next scheduled Commission meeting will be heard at a subsequent meeting. The Commission shall notify the appellant of the date, time, and location of the hearing within 10 calendar days of the receipt of the appeal to the Commission. The appellant or appellant's designated representative(s) shall have the right to present evidence at the hearing. The Executive Director shall notify the appellant in writing of the Commission's decision within 10 calendar days following the conclusion of the hearing.

(Revised: 11-14-07)

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1060. Requirements for Verifying Successful Completion of a Non-POST-Certified Course.

An individual who has successfully completed a Commission-selected, non-POST-certified course may receive credit for the maximum hours specified in Commission Procedure D-2-3 for the course attended. Successful completion is defined as the award of a “Certificate of Completion” or a “Letter of Completion” issued by the training institutions. Of the total number of hours credited for course attendance, 24 hours (unless the course is less than 24 hours) will be applied toward the Continuing Professional Training Requirement.

To receive credit for the successful completion of a Commission selected, non POST- certified course, the individual must submit the following to POST:

- (a) A copy of the Certificate of Course Completion (please reduce certificate copy to 8½ x 11 inches) or,
- (b) If no certificate is routinely issued, a letter signed by the presenting institution chief officer attesting to the trainee’s successful completion of the course, and
- (c) A completed POST Non-Certified Training Notification form, [POST 2-213 \(09/05\)](#).

(Revised: 09-11-05)

1070. Minimum Training Standards for Instructors of POST-Certified Specialized Training.

- (a) **Minimum training standards.** Instructors of any of the specialized subjects listed in subsection (b) below shall successfully complete the corresponding training course listed in subsection (b), or complete the equivalency process outlined in subsection (c).
 - (1) Effective March 1, 2008, completion of the Academy Instructor Certification Course specified in Regulation 1082 or passage of the AICC Equivalency Process specified in Regulation 1009 (c) (4) shall be a prerequisite to teaching any* of the specialized subjects listed in Regulation 1070 (b) *when the subject is taught in the Regular Basic Course*. *The following specialized subjects listed in Regulation 1070(b) are excluded: Institute of Criminal Investigation, Motorcycle Training, and Supervisory Leadership Institute.
 - (2) Presenters who employ instructors of specialized subjects shall attest, via the EDI Course Instructor Resume, that the instructor(s) meets the minimum training standard applicable to instructors as follows:
 - (A) Primary instructors (defined in Regulation 1001): All primary instructors shall meet the minimum training standard prior to instructing in the specialized subject. (This also includes instructors of specialized instructor training courses.)
 - (B) Instructors (non-primary): All non-primary instructors who on or after July 1, 2002 are 1) first assigned to instruct in a specialized subject area or 2) transfer to a different training institution and are assigned to instruct in a specialized area shall meet the minimum training standard prior to instructing in the specialized subject. (This also includes instructors of specialized instructor training courses.)
- (C) Guest Speakers (defined in Regulation 1001): Guest speakers are exempt from the minimum training standard.

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- (b) Specialized Subjects and Training Course Requirement.** The specialized subjects listed in the left column may be the subject of a stand-alone course or a specialized subject taught within a larger course.

To satisfy the training course requirement, a POST-certified course must be a foundational-type instructor course and must meet the minimum content requirements specified in Regulation 1082 [unless exempted by subsection 1082(c)]. For example, an “advanced” or “update” course will not satisfy the requirement. Generally, the POST-certified course must be the same title as the instructor course title listed in the “Training Course” column.

The minimum content requirements for the training courses listed in the right column below are specified in Regulation 1082.

<i>Specialized Subject</i>	<i>Training Course (must meet minimum content requirements specified in Regulation 1082.)</i>
Arrest and Control Techniques	Arrest and Control Instructor or Defensive Tactics Instructor
Baton/Impact Weapons	Baton/Impact Weapons Instructor or Defensive Tactics Instructor
Chemical Agents	Chemical Agents Instructor
Defensive Tactics	Defensive Tactics Instructor or Arrest and Control Instructor
Diversionary Devices	Diversionary Devices Instructor
Driver Training	Driver Training Instructor and Driver Awareness Instructor
Driver Training-Simulator	Driver Training Simulation Instructor and Driver Training Instructor
Electronic Weapons	Electronic Weapons Instructor
Firearms (all firearms types)	Firearms Instructor (<i>corresponding firearm type</i>)
First Aid/CPR	First Aid/CPR Instructor
Force Options Simulator	Force Options Simulator Instructor
Hazardous Materials	Hazardous Materials Train-the-Trainer
Institute of Criminal Investigation	Institute of Criminal Investigation Instructor
Less Lethal Weapons	Less Lethal Force Instructor
Motorcycle Training	Motorcycle Training Instructor
Physical Training (<i>Basic Course</i>)	Physical Training Instructor
Supervisory Course	Supervisory Course Instructor Training
Supervisory Leadership Institute	Supervisory Leadership Institute Instructor
Racial Profiling	Racial Profiling Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Basic Course for Response Personnel (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	ICS 300 & 400 Train-the-Trainer (SEMS/NIMS/ICS)
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Law Enforcement Response to Terrorism (LERT) Instructor
Terrorism & Weapons of Mass Destruction (WMD) Awareness	Public Safety Communications Terrorism Awareness Course Instructor (PSC-TAC)

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- (c) **Equivalency Process.** The training course specified in (b) above may be satisfied through an equivalency evaluation performed by the employing presenter. An individual requesting an evaluation to meet the minimum training course standard shall submit to the presenter an expanded course outline for each course to be considered in the evaluation. The course outline(s) must specify the course title(s), training date(s), and training institution(s). Presenters will base their evaluations on a comparison of the submitted expanded course outline(s) against the minimum content requirements specified in Regulation 1082. The employing presenter shall retain the documentation for approved equivalencies. Although presenters are not required to submit the documentation to POST, their attestation of equivalency, via the EDI Course Instructor Resume submitted to POST, pursuant to Regulation 1053.
- (d) **Proof of Completed Training Course.** Presenters of the specialized subjects specified in (b) above shall maintain documentation which demonstrates the satisfaction of the minimum training course standard. The required documentation shall be made available for POST inspection upon request and shall consist of:
- (1) A copy of the certificate of course completion verifying the required training course in (b) above, or
 - (2) A POST training record that indicates successful completion of the training course in (b) above, or
 - (3) The expanded course outline(s) of the course(s) evaluated for equivalency per (c) above.

(Revised: 03-01-08)

1071. Minimum Training Standards for Regular Basic Course Academy Directors, Coordinators, and Recruit Training Officers.

- (a) **Minimum Training Standards – Academy Director, Coordinator and Recruit Training Officer.** An individual appointed after July 1, 2002 to one of the staff positions of the Regular Basic Course – standard format shall complete, within one year from the date of appointment, the minimum training standard specified below:

<i>Staff Position</i>	<i>Training Standard (Content for the following courses is in Regulation 1083)</i>
Academy Director	Academy Director/Coordinator/Course*
Academy Coordinator	Academy Director/Coordinator/Course*
Academy Recruit Training Officer	Recruit Training Officer Course

**Attendance at the Academy Director/Coordinator Course is not required of the director, if the Academy Director has attended as a coordinator within three years prior to appointment as the Academy Director.*

- (b) **Documentation.** Directors shall maintain documentation that demonstrates satisfaction of the minimum training standards as required for the staff positions indicated above in subsection (a). Documentation shall be a certificate of course completion issued by the training presenter of the required training standard in (a) above, or a POST training record that confirms completion of the training standard. All documentation that demonstrates satisfaction of the minimum training standards is subject to POST inspection upon request.

(Revised: 03-01-08)

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1080. PC 832 Arrest and Firearms Course Requalification.

(a) PC 832 Arrest and Firearms Course Requalification Requirements and Exemptions:

(1) **Three-year Rule:** Requalification of PC 832 is required before exercising peace officer powers when:

- (A) An individual does not become employed as a peace officer within three years of successfully completing PC 832 training, or
- (B) An individual, subsequent to completing PC 832 training, has a three-year-or longer break inservice as a peace officer.

Only service in a peace officer position for which PC 832 training is required by a law maintains the currency of an individual's PC 832 certification. The three-year period begins on the date the course was completed, or the individual's last date of service in the peace officer position

(2) **Exemptions to the Three-Year Rule:** An individual who meets any of the following criteria listed below, as specified in Penal Code section 832(e) (2), is exempt from the PC 832 Course Requalification Requirement [Regulation 1080(a) above]:

- (A) Is returning to a management level law enforcement position at the second level of supervision or higher.
- (B) Has successfully completed Basic Course Requalification as provided for in Commission Regulation 1008.
- (C) Has maintained proficiency by teaching the PC 832 Arrest and Firearms Course described in Procedure D-1.
 - 1. Under this provision an individual may seek exemption for either module, Arrest Procedures or Firearms, or both modules.
 - 2. For the purpose of granting an exemption on the basis of teaching experience, "maintained proficiency" shall be defined as having taught the entire module(s) for which an exemption is being sought. Additionally, exemptions shall be granted only for recent teaching experience that was gained within three years of the exemption request.
- (D) Has been employed continuously, with no more than a 60-day break in service between law enforcement employers, in another state or with a federal agency as a peace officer.
- (E) Has previously met the PC 832 training requirement, has been appointed as a peace officer under subdivision (c) of Penal Code Section 830.1, and has been continuously employed as a custodial officer, as defined in PC 831 or 831.5, by the agency making the peace officer appointment, since completing PC 832 training.

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- (3) **Documentation of Exemption:** Written documentation determined by the department head as satisfying any of the exemptions listed in 1080 (a) (2) (A)-(D) above shall be retained by the employing agency for at least the duration of the individual's employment with the department. This retention period is recommended so that the employing agency can provide supporting documentation of the exemption, if it is requested during a POST inspection.
- (b) **Requalification Options:** Requalification may be accomplished by one of two methods as follows:
- (1) Repeating and successfully completing PC 832 training as a separately certified course or completing a larger POST-certified course which includes PC 832 training, i.e., the Regular Basic Course, Module III, Specialized Investigators' Basic Course, Basic Course Requalification Course [for eligibility refer to 1008(b)], or
 - (2) Demonstrating continued mastery of PC 832 training material by passing the examinations enumerated in Procedure D-1. This can be accomplished through the completion of the PC 832 Requalification Examination Process [for eligibility refer to 1080(c)].
- (c) **Eligibility for PC 832 Requalification Examination Process:** Only individuals who have previously completed POST-certified PC 832 training, as a separately certified course or within a larger POST-certified course as specified in 1080(b)(1), are eligible to participate in the PC 832 Requalification Examination Process.
- (1) Individuals seeking to be tested shall receive written notification from the presenter regarding eligibility to be tested within 30 days of receipt by the presenter of all documentation required in subsections 1080(d)(1)(A)-(C) below.
 - (2) Individuals receiving notification that they are ineligible to be tested shall be given an explanation for ineligibility. An individual may submit a new request with the additional documentation, which will be processed according to subsection 1080(d) (1) below. POST shall have final approval or disapproval of the eligibility of any individual seeking admission to any part of the testing process. All applicable examination fees will be returned, with the notification, to those individuals who are determined, either by the presenter or by POST, to be ineligible for testing.
- (d) **PC 832 Requalification Examination Process:**
- (1) **Application:** An individual seeking to requalify PC 832 training through the examination process shall submit a written request to a POST-approved PC 832 Requalification Examination Presenter that includes:
 - (A) The individual's full name, mailing address, daytime phone number, and social security/POST identification number;
 - (B) A copy of the individual's PC 832 Course completion certificate or other verifiable documentation showing prior successful completion of a PC 832 Course. This documentation shall include the individual's name, the name of the presenting institution, the number of hours completed, and the ending date of the training;
 - (C) A certified check or money order payable to the presenter (see (2) below for fees);

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- (D) A criminal history clearance from the Department of Justice.*

*All requests to test for the firearms component from applicants who are not sponsored by a local or other law enforcement agency, or who are not peace officers employed by a state or local agency, department or district, shall include a criminal history clearance in compliance with PC 13511.5 prior to admission to firearms testing. No firearms testing shall be administered to any applicant prior to receipt of the Department of Justice criminal history clearance form. The criminal history clearance need not be redone where there has been a lapse of less than 180 days since the last clearance.

- (2) **Examination Fees:** POST-approved PC 832 Requalification Examination presenters are authorized to charge fees for the administration of the POST-Constructed PC 832 Arrest Written Test, the PC 832 Arrest Methods Skills Test, and the PC 832 Firearms Skills Test. In addition to the initial examination fees, the presenter may charge fees for retesting. Failure to appear for requalification testing or retesting may result in forfeiture of examination fee(s). Fees may vary by presenter. Examination fees shall not exceed actual test administration costs and are subject to POST audit.
- (3) **Requirements for Administering the Requalification Exams:** Only POST-approved/authorized course presenters who have received training in the administration of the Requalification Exams and who agree to abide by the terms of a formal POST test use and security agreement shall administer and score the examinations. All examinations shall be administered and scored in accordance with the specified procedures listed below using POST minimum passing scores.
- (A) All requalification applicants shall be tested at a POST-approved location within 90 days of notification of eligibility to take the requalification exam.
- (B) At least 30 days in advance of the test, eligible requalification applicants shall be notified as to the specific date, time and location of testing.
- (C) Individuals desiring to be tested after failure to appear for a scheduled requalification exam must reestablish eligibility to be tested by completing the requirements described in Regulation 1080(d)(1)(A)-(D).
- (D) All examination results shall be mailed to POST by the examination administrator, postmarked within five working days of the date of testing.
- (E) The presenter shall notify all examinees in writing as to examination results, postmarked within five working days of requalification examination completion. The presenter shall also issue a completion certificate within five working days showing that the individual successfully completed the PC 832 Requalification Examination.
- (F) The presenter shall maintain, as a matter of record, all documents submitted by an individual who participates in the PC 832 Requalification Examination.
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- (4) **Requalification Examination Retesting:** One requalification exam retest shall be permitted for any test failed, contingent upon advance payment of applicable examination fees [see (2), above]. Such retesting must occur within 90 days of the requalification examination. For firearms and arrest skills tests, individuals will have the option of either retesting immediately or within 90 days.

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- (A) Individuals who fail to achieve a passing score upon requalification exam retesting, or who fail to appear for requalification exam retesting, shall be required to successfully complete the appropriate PC 832 training (i.e., Arrest, Firearms, or both) in order to meet the PC 832 Course requalification requirements of Penal Code section 832(e)(1).

(Revised: 07-01-08)

1081. Minimum Standards for Legislatively Mandated Courses.

- (a) Legislatively mandated courses, as specified in Commission Regulation 1005(f), pertain to training mandated by the Legislature for various kinds of peace officers and other groups for which the Commission has responsibility to establish minimum standards. The Commission may approve legislatively mandated courses that can be completed in fewer than the minimum hours. In such cases, the courses must be competency-based, where each student demonstrates mastery of clearly specified learning outcomes. Legislatively mandated courses shall meet the following minimum content and hours. Regulations 1052-1056 specify the requirement for certification and presentation of these courses.

Credit for legislatively mandated courses that can be completed in fewer hours when using technology-based delivery (i.e., interactive multimedia) will be the same number of hours credited for a traditional instructor-led course. Testing is required to demonstrate competency.

Alcoholic Beverage Control (ABC) - 160 Hours Narcotic Enforcement (Business and Professions Code section 25755)

Narcotics Investigation Course (80 Hours)*

- (1) Drug Enforcement Laws
- (2) Drug and User Identification
- (3) Search Warrants
- (4) Search and Seizure
- (5) Surveillance
- (6) Clandestine Laboratories
- (7) Asset Seizure and Forfeiture
- (8) Informants
- (9) Officer Safety
- (10) Entry and Search Techniques
- (11) Undercover Techniques
- (12) Smuggling
- (13) Investigative Resources
- (14) Examination

*This course may be satisfied by completion of the 80-hour, POST- certified course presented as a single training course, or by completion of two or more POST-certified courses (totaling a minimum of 80 hours) which include the above curriculum.

ABC Narcotics Investigation Field Training Program (80 Hours)

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ABC Investigators are required to complete an 80-hour field training program on narcotics investigation that includes on-the-job instruction and hands-on experience associated with all content areas of the Narcotics Investigation Course. Field training shall be conducted under the supervision of investigators selected by ABC. Investigators selected may be either ABC investigators or investigators employed by local police or sheriff's departments.

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Investigators selected must possess a POST Basic Certificate and have completed at least one year of experience as a full-time narcotics investigators. ABC shall maintain records that individual ABC investigators have completed this field training.

Anti-Reproductive Rights Crimes - 2 hours (Penal Code Section 13778)

- (1) Identification of essential elements of ARRC crimes
- (2) Recognition of anti-abortion extremists
- (3) Investigation of incidents
- (4) Development of and sharing of Intelligence to prevent crimes
- (5) Protection of the rights of protestors and victims
- (6) Compliance with reporting requirement

Arrest and Firearms - 64 Hours (Penal Code section 832)

(Certified course; requirement satisfied by Basic Course.) See PAM, D-1

Aviation Security - 40 hours (Penal Code Section 832.1) (Certified Course)

- (1) Introduction and Background
- (2) Criminal Threat to the Aviation Industry
- (3) Federal Organization, Regulations, and Jurisdiction
- (4) Legal Aspects
- (5) Psychological Aspects
- (6) Aviation Explosives
- (7) Multi-Agency Task Forces

- (8) Airfield Operations
- (9) Aviation Security Questions and Issues Examination and Critique

Basic (Regular) (Penal Code section 832.3) (Certified Course) See PAM, section D-1

Basic Course for Response Personnel (SEMS/NIMS/ICS) – 8 hours

- (1) Course Overview and Objectives
- (2) Introduction to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS)
- (3) The Incident Command System (ICS)
- (4) SEMS/NIMS Multi-agency Coordination Systems
- (5) Incident Action Planning
- (6) Resource Management
- (7) Mutual Aid
- (8) Transfer of Command/Demobilization

Baton/Impact Weapon Training for County Sheriff or Police Security Officers - 8 Hours (Penal Code section 831.4 and 12002(f).)

- (1) Legal and Ethical Aspects of Force
- (2) Baton/Impact Weapon Familiarization and Uses of Impact Weapons
- (3) First Aid for Baton/Impact Weapon Injuries
- (4) Practical – Techniques

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Campus Law Enforcement Course - 32 hours

- (1) Role and Responsibility of School Police
- (2) Laws and Liability/Mandated Reporting Requirements
- (3) Tactical Awareness in the Educational Environment
- (4) Campus/Community Oriented Policing and Problem Solving
- (5) Mediation/Conflict Resolution
- (6) Standardized Emergency Management/ Incident Command Systems
- (7) Dynamics of Student Behavior
- (8) Written Examination

Note: This course satisfies the training specified in Penal Code sections 832.2 and 832.3(g).

Carcinogenic Materials – 4 Hours (Health and Safety Code section 1797.187)

- (1) Hazardous Materials, Responsibilities, and Considerations for First Responders.
- (2) Hazardous Carcinogenic Materials Identification, Associated Risks, and Minimizing Exposure to Responding Officers.

Chemical Agents for Peace Officers (Penal Code section 12403)

Chemical Agents - Module A (4 Hours)

- (1) Evolution of Chemical Agents
- (2) Legal Aspects of Chemical Agents
- (3) Types of Chemical Agents
- (4) Orientation to Chemical Agent Delivery Methods
- (5) Aerosol Chemical Agent Deployment Tactics
- (6) Care and Maintenance of Aerosol Chemical Agent Devices
- (7) Disposal of Aerosol Chemical Agent Devices
- (8) Practical Application

Chemical Agents - Module B (2 Hours)

- (1) Use of Gas Masks
- (2) Practical Application

Chemical Agents - Module C (4 Hours)

- (1) Deployment of Tactical Chemical Agent Munitions
- (2) Scene Decontamination
- (3) Practical Application

Module A satisfies the training requirements of PC 12403 for any peace officer whose training need is limited to carrying aerosol chemical agent devices. Modules A and B, included in the Regular Basic Course, satisfy the training requirements of PC 12403 for all peace officers who will be using aerosol chemical agents and who are expected to use a gas mask in a chemical agent environment. The addition of Module C satisfies the training requirements for peace officers who are responsible for the deployment of tactical chemical agent munitions.

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Chemical Agent Training For Private Investigators, Private Patrol Operators, and Uniformed Patrol Employees of a Private Patrol Operator – 2 Hours (Penal Code Section 12403.5)

The POST-approved course of instruction shall consist of the following:

- (1) Self Defense, History of Chemical Agents, and Aerosol Weapons
- (2) Effectiveness as a self-defense weapon
- (3) Mechanics of Tear Gas Use
- (4) Medical Aspects of First Aid
- (5) Practical Use
- (6) Field Training and Demonstration
- (7) Discard of Weapons

Child Abuse Investigation - 24 Hours (Penal Code section 13517 (Certified Course; requirement satisfied by the Basic Course; optional Technical Course.))

- (1) General Child Abuse Investigative Procedures
- (2) Child Neglect and Emotional Abuse/Deprivation
- (3) Physical Child Abuse
- (4) Sexual Abuse and Exploitation of Children
- (5) Interview and Interrogation Techniques
- (6) Community Child Care Facilities
- (7) Course Critique and Student Evaluation

Developmental Disabilities and Mental Illness - 4 Hours (Penal Code section 13519.2)

- (1) Legal Requirements for Taking Person Into Custody
- (2) Mental Health/Regional Center Referral Resources
- (3) Practical Exercises
- (4) Identification of Primary Disability or Problem*
- (5) Causes, Nature and Behavior Factors of Mental Illness*
- (6) Causes, Nature and Behavior Factors of Developmental Disabilities*
- (7) Procedures Required for Detention Under Authority of section 5150, Welfare and Institutions Code*
- (8) Alternate Methods for Handling Developmentally Disabled or Mentally Ill*

*For in-service officers completing basic training prior to 7-1-90; supplementary training consists of 2 hours emphasizing the indicated topics.

Domestic Violence (Basic Course) - 8 Hours (Penal Code section 13519)

- (1) Overview of Domestic Violence
- (2) Legislative Intent/POST Guidelines
- (3) Enforcement of Laws
- (4) Court Orders
- (5) Tenancy
- (6) Documenting Domestic Violence Incidents
- (7) Victim Assistance and Referral
- (8) Practical Application/ Student Evaluation

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Domestic Violence Update (In-Service Patrol Officers*) - 2 Hours (Penal Code section 13519(e))

- (1) Recent Domestic Violence Related Law Changes
- (2) Recent Changes to POST's *Guidelines for Law Enforcement Response to Domestic Violence*

*For in-service officers below the rank of supervisor who are assigned to patrol duties and would normally respond to domestic violence calls of incidents of domestic violence. To be completed every two years.

Elder/Dependent Adult Abuse - 2 Hours (Penal Code section 13515).

- (1) Relevant laws
- (2) Recognition of elder and dependent adult abuse
- (3) Reporting Requirements and Procedures
- (4) Neglect of elders and dependent adults
- (E) (5) Fraud of elders and dependent adults
- (6) Physical abuse of elders and dependent adults
- (7) Psychological abuse of elders and dependent adults
- (8) The role of local adult protective services and public guardian offices

Every city police officer or deputy sheriff at a supervisory level and below who is assigned field or investigative duties shall complete a POST-certified Elder/Dependent Adult Abuse Course within 18 months of assignment to field or investigative duties.

Electronic Surveillance - 16 Hours [Penal Code section 629.44 (a)]

- (1) Legal Aspects
- (2) Technical Aspects
- (3) Practical Aspects

Hearsay Testimony Course - 1 Hour

- (1) The new role of officers at preliminary hearings, rules of evidence, and need for accuracy and thoroughness of investigations.
- (2) Reporting and documenting crimes to facilitate hearsay testimony in preliminary hearings.
- (3) Testifying to hearsay statements in a preliminary hearing. This course must be completed by all law enforcement officers who have less than five years of service and who wish to testify to hearsay evidence in preliminary hearings as required by Penal Code section 872(b).

High-Speed Vehicle Pursuit Training - 1 hour minimum annually. [Penal Code Section 13519.8 (a) – (e)] For all peace officers of an agency authorized by law to conduct vehicle pursuits.

- (1) Vehicle Safety, Operation and Tactics
- (2) Agency Vehicle Pursuit Policy
- (3) Assessing Risk, Dangers and Conditions
- (A) Public Safety

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- (B) Officer Safety
- (C) Importance of Balancing the Known Offense and Need for Apprehension Against the Risks to Officers and the Public
- (4) Consideration of Law Enforcement Vehicle Pursuit Issues
 - (A) When to Initiate a Pursuit
 - (B) The Number of Involved Law Enforcement Units Permitted
 - (C) Responsibilities of Primary and Secondary Law Enforcement Units
 - (D) Driving Tactics
 - (E) Helicopter Assistance
 - (F) Communications
 - (G) Capture of Suspects
 - (H) Termination of a Pursuit
 - (I) Supervisory Responsibilities
 - (J) Blocking, Ramming, Boxing and Roadblock Procedures
 - (K) Speed Limits
 - (L) Interjurisdictional Considerations
 - (M) Conditions of the Vehicle, Driver, Roadway, Weather and Traffic
 - (N) Hazards to Uninvolved Bystanders or Motorists
 - (O) Reporting and Post-pursuit Analysis

When used in conjunction with an agency's pursuit policy, the *California Law Enforcement Vehicle Pursuit Guidelines* (Rev. 2/2007) and/or *Pursuit Driving Update* (2007) telecourse DVD can be used to satisfy this requirement. Note: POST videos typically require 2-5 training hours.)

High Technology Crimes - 4 Hours* (Penal Code section 13515.55)

- (1) Law
- (2) Recognition of High Technology Crimes
- (3) Computer Evidence Collection and Preservation

*Note: Required for every city police officer and deputy sheriff at a supervisory level who is assigned field or investigative duties.

Human Trafficking Training – 2 hours (Penal Code § 13519.14)

- (1) The dynamics and manifestations of Human Trafficking
- (2) Identifying and communicating with victims
- (3) Providing documentation that satisfy the law enforcement agency endorsement required by federal law
- (4) Collaboration with federal law enforcement officials
- (5) Therapeutically appropriate investigative techniques
- (6) The availability of civil and immigration remedies and community resources
- (7) Protection of the victim

Participation in the Human Trafficking Training course or courses by peace officers or the agencies employing them is voluntary.

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Humane Officer Firearms - 15 Hours (Civil Code section 607f)

The required course is the Firearms portion of the P.C. 832 Course, with an examination.

ICS 300 & 400 Course for Response Personnel (SEMS/NIMS/ICS) – 16 hours

- (1) Course Introduction and Objectives
- (2) Incident Command System (ICS) Review
- (3) Incident Action Planning
- (4) Incident Command System (ICS) Organization
- (5) Comprehensive Tabletop Exercises – Minimum of six (6)
- (6) Course Review
- (7) Final Examination

Investigation of the Sudden Death of Infants - 2 Hours

- (1) Standard Procedures for Investigating the Sudden Death of Infants.
- (2) Sudden Infant Death Syndrome (SIDS) Awareness.

Law Enforcement Response to Terrorism (LERT) - 8-hours (Penal Code Section 13519.12)

- (1) An overview of conventional, chemical, biological, radiological, nuclear, and explosive devices
- (2) Threat and hazard recognition with an emphasis on ability to determine local vulnerabilities and basic intelligence gathering and sharing, and historical issues
- (3) Understanding the structure and function of an Incident Command System
- (4) Initial response actions, including preliminary assessment, notifications, resource needs, and safety considerations
- (5) Coordination with other emergency service first responders
- (6) Gathering, verifying, assessing, and communicating incident information
- (7) Understanding mass casualty implications and decontamination requirements
- (8) Balancing lifesaving activities with evidence preservation
- (9) General awareness and additional training for each of the first responder categories specific to each discipline.

Laser Operator Course - 8 hours (Vehicle Code Section 40802)

- (1) Radar Review
- (2) Scientific Principles
- (3) General Operational Considerations
- (4) Operation of Specific Laser Devices
- (5) Legal Considerations
- (6) Examination

Note: Required for peace officers issuing speed violation citations using laser or any other electronic speed measuring devices who have already successfully completed a Radar Operator Course, and where a traffic and engineering survey is beyond five years.

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Mental Illness and Developmental Disabilities Course - 8 hours (Penal Code Section 13515.25)

- (1) Cause and Nature of Mental Illness and Developmental Disabilities
- (2) Indicators of Mental Illness and Developmental Disabilities
- (3) Verbal Intervention Strategies
- (4) Responding to Violent Subjects
- (5) Alternatives to Lethal Force
- (6) Community and State Resources

Missing Persons - 4 Hours (Penal Code section 13519.1)

- (1) Benefits for Law Enforcement Involvement and Sensitivity*
- (2) Initial Response Procedures
- (3) Locating Missing Persons
- (4) Legal Requirements for Initial Response and Follow-up*

*For in-service officers completing basic training prior to 1-1-89, supplementary training consists of two hours emphasizing the indicated topics.

Public Safety Communications Terrorism Awareness Course (PSC-TAC) - 8 hours (Penal Code section 13519.12)

- (A) Introduction and Overview
- (B) The Terrorist Threat
- (C) Weapons of Mass Destruction (WMD)
- (D) Target Assessment
- (E) Counter-Terrorism Measures
- (F) Emergency Management (SEMS/NIMS/ICS)
- (G) Communications Response
- (H) Psychological Impacts

Racial Profiling Training [Penal Code section 13519.4(f)]

Part I – Initial* - Five hours

- (1) Why Are We Here?
- (2) Racial Profiling Defined
- (3) Legal Considerations
- (4) History of Civil Rights
- (5) Impact of Racial Profiling
- (6) Community Considerations
- (7) Ethical Considerations

Part II – Refresher** - Two Hours

- (1) Review of Applicable Initial Training
- (2) Update on Changes in Law and Practices

*Included in Basic Course after 1-1-04.

**To be completed every five years after initial training.

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Radar Operator Course - 24 hours* (Vehicle Code section 40802)

- (1) Speed and Enforcement
- (2) History and Theory
- (3) Laws and Court Decisions
- (4) Stationary Radar Operation
- (5) Moving Radar Operation
- (6) Radar Effects
- (7) Visual Speed Determination
- (8) Radar Evidence
- (9) Practical Exercises and Field Testing
- (10) Courtroom Testimony
- (11) Written Examination

*Note: Required for peace officers issuing speed violation citations using radar speed measuring devices and where a traffic and engineering survey is beyond five years.

Reserve Peace Officer (Penal Code section 832.6) (Certified Course; requirement satisfied by the Basic Course.) See Regulation 1007.

Rifle Course - Part II - 16 Hours [Long/Short Barrel, Penal Code section 12020 (b)(1)]**

- (1) Law Update
- (2) Review of Use of Force Issues, Agency Policies and Mission
- (3) Safety Issues
- (4) Nomenclature, Specifications and Capabilities
- (5) Firearm Care, Breakdown, and Cleaning
- (6) Tactical Considerations
- (7) Skill Development and Qualification

**Prerequisite: Completion of the Regular Basic Course, Reserve Training Modules I or II, and III, or Reserve Modules A, B, C, and D.

Sexual Assault Investigation - 40 Hours (Penal Code section 13516 Certified Course)
Satisfies the Sexual Abuse and Exploitation of Children training requirement specified in 13516 P.C.

- (1) Introduction/Overview*
- (2) Laws Related To Sexual Assault*
- (3) Victim Dynamics & Interaction*
- (4) Offender Dynamics & Interaction
- (5) Interviews*
- (6) Investigative Techniques and Resources*
- (7) Special Sexual Assault Cases
- (8) Sexual Abuse and Exploitation of Children*
- (9) Evidence*
- (10) Case Management
- (11) Investigator Wellness

*Basic Course includes 12 hours of instruction addressing these topics.

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Sexual Harassment - 2 Hours [Penal Code Section 13519.7 (c)]

- (1) Legal Aspects
- (2) Behaviors Constituting Sexual Harassment
- (3) Responding to Unwanted Behavior
- (4) Complaint Process

Requirement satisfied by the Basic Course. Peace officers who completed basic training prior to 01-01-95 must complete supplemental sexual harassment training by 01-01-97. The sexual harassment curriculum, pages 4-9 of the document *Sexual Harassment In The Workplace Guidelines and Curriculum (1994)*, adopted effective December 17, 1994 is herein incorporated by reference.

Shotgun Course – Part I -16 Hours [Long/Short Barrel, Penal Code section 12020 (b) (1)]*

- (1) Law Update
- (2) Review of Use of Force Issues, Agency Policies and Mission
- (3) Safety Issues
- (4) Nomenclature, Specifications and Capabilities
- (5) Firearm Care, Breakdown, and Cleaning
- (6) Tactical Considerations
- (7) Skill Development and Qualification

*This training requirement can be satisfied by completing the Regular Basic Course, Reserve Training Modules I or II, or Reserve Modules A, B, C, and D which contained POST-certified shotgun training.

Stalking Course - 2 hours (Penal Code Section 13519.05)

- (1) Stalking Law
- (2) Criminal Threats Law
- (3) Other Crimes that Constitute Stalking Behavior
- (4) Preliminary and Follow-up Investigation of Stalking Cases
- (5) Conducting a Threat Assessment
- (6) Civil Remedies and Community Resources in Support of Victim
- (7) Appropriate Treatment and Protection of a Victim

State Agency Peace Officers (Penal Code section 13510.5) (Certified Course)

The Advanced Officer Course described in PAM section D-2 shall satisfy the minimum training required by P.C. 13510.5.

Traffic Accident Investigation (Vehicle Code section 40600) (Certified Course-)

- (1) Introduction and Orientation
- (2) Collision Investigation Reporting Procedures
- (3) Accident-Related Traffic Laws
- (4) Accident Investigation Procedures
- (5) Skidmarks/Tiremarks Identification
- (6) Diagramming
- (7) Physical Evidence
- (8) Vehicle Factors

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- (9) Human Factors
- (10) Driving Under the Influence
- (11) Hit and Run
- (12) Prosecution/Court Presentations
- (13) Practical Exercise (Scenarios)
- (14) Final Examination

(b) **Certain legislatively mandated courses**, referred to in Commission Regulations 1005(f) and 1081(a), that are specified in Title 4, Chapter 1, and the courses that begin with section 13516 of the Penal Code, may be waived through a POST evaluation of previous training. The evaluation may indicate full or partial satisfaction of the mandated course's minimum content requirements.

(1) Requirements and Procedures for Evaluation

- (A) **Eligibility:** A department head desiring an evaluation of training to determine its satisfaction of the minimum content requirements of one of the mandated courses as described in 1081(b) above, shall submit a written request to the POST Executive Director. The request for a training evaluation shall be accompanied by a training outline which specifies: dates of training, total hours trained, instructional goals, required topics, instructional methodology and testing requirements.
- (B) **Previous Training Restrictions:** The completion date of the training that is the subject of the request for evaluation cannot be more than three years prior to the date the request for evaluation is received by the Executive Director.
- (C) **Notification of Determination:** Written notification stating if the evaluated training meets (all or partially) the minimum requirements of the mandated training shall be mailed to the department head within 30 days of receipt of the request. When partial satisfaction of the mandated course is determined, the notification shall indicate which minimum content requirements are satisfied and those that are not.
- (D) **Evaluation of Make-up Content:** Whenever the evaluated training is deemed as partial satisfaction of the mandated course's minimum content requirements, the missing course content may be presented and the department may request an evaluation as described in (A) above.

The *California Law Enforcement Vehicle Pursuit Guidelines* (Rev. 2/2007), adopted effective July 1, 2007, is herein incorporated by reference.

The *Pursuit Driving Update* (2007) telecourse DVD, adopted effective July 1, 2007, is herein incorporated by reference.

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(Revised: 04-14-08)

1082. Minimum Content Requirements for Instructor Courses.

- (a) **Minimum course content.** The instructor courses listed in regulations 1009 and 1070, and in subsection (d) below, shall meet the minimum content requirements as specified in subsection (d). Regulations 1052 – 1056 specify the requirements for certification and presentation of these courses. Effective March 1, 2008, completion of the Academy Instructor Certification
-

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Course (AICC) specified in Regulation 1082(d) or passage of the AICC Equivalency Process specified in Regulation 1009(c)(4) shall be a prerequisite to teaching any* of the specialized subjects listed in Regulation 1070(b) when the subject is taught in the Regular Basic Course, in addition to the requirement to complete the required instructor course listed in Regulation 1082(d).

*The following instructor courses listed in Regulation 1070(b) are excluded from the AICC completion requirement: Institute of Criminal Investigation (ICI) Instructor, Motorcycle Training Instructor, Supervisory Course Instructor, and Supervisory Leadership Institute (SLI) Instructor courses.

- (b) **Additional Requirements.** Requirements for certification and presentation of these courses are specified in Regulations 1052-1056. Additional requirements for the Academy Instructor Certification Course are specified in Regulation 1009.
- (c) **POST-certified Courses.** A POST-certified course by the same title as the instructor training course specified in Regulation 1070(b) and which began prior to July 1, 2002, shall be deemed as meeting the minimum content requirement. POST-certified courses beginning on or after July 1, 2002, shall be evaluated by the course presenter for compliance with the minimum course content specified in subsection (d) below.
- (d) **Instructor Courses and Minimum Content.** The instructor courses listed below (either POST-certified and beginning after July 1, 2002, or courses used in an equivalency process), shall meet minimum content requirements as follows:

Arrest and Control Instructor

- (A) Body Physics and Dynamics
- (B) Control Techniques
- (C) Handcuffing
- (D) Injury Prevention
- (E) Prisoner Restraint
- (F) Searches
- (G) Use of Force
- (H) Weaponless Defense
- (I) Weapon Retention/Takeaway
- (J) Adult Learning Concepts
- (K) Legal Issues
- (L) Performance Evaluation Techniques
- (M) Safety Protocols
- (N) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Academy Instructor Certification Course (AICC)

- (A) Basic Course Instructional System
- (B) Roles and Responsibilities of Law Enforcement Training Instructors
- (C) Adult Learning Concepts
- (D) Lesson Planning
- (E) Presentation Skills
- (F) Facilitation Skills
- (G) Use of Learning Resources and Training Aids

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- (H) Evaluation Techniques
- (I) Legal Issues
- (J) Safety Protocols
- (K) Written, Oral, and/or Demonstration Assessment in *(each topic area)*.

A model expanded course outline can be found in the Guidelines and Curriculum for the Academy Instructor Certificate Program publication.

Baton/Impact Weapons Instructor

- (A) Blocking Techniques
- (B) Drawing Techniques
- (C) Patterns of Movement
- (D) Stances
- (E) Strike Zones
- (F) Striking Techniques
- (G) Use of Force
- (H) Adult Learning Concepts
- (I) Evaluation Techniques
- (J) Legal Issues
- (K) Performance Evaluation Techniques
- (L) Safety Protocols
- (M) Written, Oral, and/or Demonstration Assessment *(in each topic area)*

Chemical Agents Instructor

- (A) Decontamination
- (B) Delivery Methods
- (C) Disposal of Aerosol Devices
- (D) First Aid Protocols
- (E) Gas Mask Application
- (F) Maintenance of Aerosol Devices
- (G) Adult Learning Concepts
- (H) Legal Issues
- (I) Performance Evaluation Techniques
- (J) Safety Protocols
- (K) Written, Oral, and/or Demonstration Assessment *(in each topic area)*

Defensive Tactics Instructor

- (A) Body Physics and Dynamics
- (B) Control Techniques
- (C) Handcuffing
- (D) Injury Prevention
- (E) Prisoner Restraint
- (F) Searches
- (G) Use of Force
- (H) Weaponless Defense
- (I) Weapon Retention/Takeaway
- (J) Adult Learning Concepts
- (K) Legal Issues

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- (L) Performance Evaluation Techniques
- (M) Safety Protocols
- (N) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Diversionsary Devices Instructor

- (A) Device Deployment and Ignition
- (B) Overpressure
- (C) Types of Devices
- (D) Types of Diversion
- (E) Adult Learning Concepts
- (F) Legal Issues
- (G) Performance Evaluation Techniques
- (H) Safety Protocols
- (I) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Driver Awareness Instructor

- (A) Course Management
- (B) Defensive Driving
- (C) Pre-Shift Inspection
- (D) Reverse Driving Practical Application
- (E) Vehicle Control Techniques
- (F) Vehicle Dynamics
- (G) Adult Learning Concepts
- (H) Legal Issues
- (I) Performance Evaluation Techniques
- (J) Safety Protocols
- (K) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Driver Training Instructor

- (A) Defensive Driving
- (B) Pursuit Guidelines
- (C) Risk Assessment
- (D) Vehicle Control Techniques
- (E) Adult Learning Concepts
- (F) Legal Issues
- (G) Performance Evaluation Techniques
- (H) Safety Protocols
- (I) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

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Driver Training Simulation Instructor

- (A) Code 3 and Pursuit Decision Making
- (B) Driving Coordination/Communication Tactics
- (C) Scenario Design
- (D) Simulator Calibration/Troubleshooting
- (E) Simulator Orientation
- (F) Vehicle Control Techniques
- (G) Vehicle Dynamics
- (H) Work Station Operation

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- (I) Adult Learning Concepts
- (J) Legal Issues and SB 719 (Stats. Of 2005)
- (K) Performance Evaluation Techniques
- (L) Safety Protocols
- (M) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Electronic Weapons Instructor (16 hours)

- (A) Introduction/Registration
- (B) History and Definitions
- (C) Exposures
- (D) Electronic Weapons and Nomenclature
- (E) Legal/Ethical Considerations
- (F) Medical Aspects
- (G) Deployment and Documentation
- (H) Practical Application and Testing

Firearms Instructor

- (A) Coaching
- (B) Firearms Maintenance
- (C) Fundamentals of Shooting
- (D) Range Preparation
- (E) Tactical Considerations
- (F) Target Analysis
- (G) Use of Force Guidelines
- (H) Adult Learning Concepts
- (I) Legal Issues
- (J) Performance Evaluation Techniques
- (K) Safety Protocols
- (L) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

First Aid/CPR Instructor

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- (A) Abdominal/Chest Injuries
- (B) Bleeding
- (C) Burns
- (D) Cardiovascular System
- (E) Communicable Diseases
- (F) CPR Techniques
- (G) Dressings/Bandages
- (H) Environmental Emergencies
- (I) Fractures
- (J) Obstetric/Pediatric Emergencies
- (K) Patient Assessments
- (L) Respiratory System
- (M) Shock
- (N) Wounds
- (O) Adult Learning Concepts
- (P) Legal Issues
- (Q) Performance Evaluation Techniques

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- (R) Safety Protocols
- (S) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Force Options Simulator Instructor

- (A) Force Options
- (B) Scenarios Application
- (C) Simulator Weapons Familiarization
- (D) Tactics
- (E) Adult Learning Concepts
- (F) Legal Issues
- (G) Performance Evaluation Techniques
- (H) Safety Protocols
- (I) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Hazardous Materials Instructor (Train-the-Trainer)

- (A) Haz Mat Containment
- (B) Haz Mat Identification and Assessment
- (C) Incident Management
- (D) Notification Protocols
- (E) Placarding/Labeling
- (F) Responder Awareness Actions
- (G) Simulated Incidents
- (H) Adult Learning Concepts
- (I) Legal Issues
- (J) Performance Evaluation Techniques
- (K) Safety Protocols
- (L) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

ICS 300 & 400 Train-the Trainer Course (SEMS/NIMS/ICS) – 24 hours

- (A) Course Introduction and Objectives
- (B) Trainer Orientation
- (C) Incident Command System (ICS) Review
- (D) Incident Action Planning
- (E) Incident Command System (ICS) Organization
- (F) Comprehensive Tabletop Exercises – Minimum of seven (7)
- (G) Course Review
- (H) Final Examination

Institute of Criminal Investigation (ICI) Instructor

- (A) Workshop on adult experience-based learning
- (B) Workshop for instructional competency verification
- (C) Student teaching in a classroom environment, under the observation of a Master Instructor
- (D) Legal Issues
- (E) Safety Protocols

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Law Enforcement Response to Terrorism (LERT) Instructor

- (A) Defining terrorism
- (B) Overview of conventional, chemical, biological, radiological, nuclear, and explosive devices
- (C) Current terrorist threats and historical issues
- (D) Anti-terrorism concepts
- (E) Threat and Vulnerability assessments
- (F) Role of the Terrorism Liaison Officer (TLO)
- (G) Information and Intelligence sharing
- (H) Weapons of mass destruction (WMD)
- (I) WMD Incident Response
- (J) Safety and response strategies
- (K) Standardized Emergency Management System (SEMS) and the Incident Command System (ICS)
- (L) Adult learning concepts and fundamental instructional methodologies
- (M) Course testing and evaluation

Less Lethal Force Instructor

- (A) Apprehension Techniques
- (B) Level of Effectiveness
- (C) Medical Treatment Protocol
- (D) Precautions
- (E) Projectile Specifications
- (F) Psychological Effects
- (G) Reporting Procedures
- (H) Adult Learning Concepts
- (I) Legal Issues
- (J) Performance Evaluation Techniques
- (K) Safety Protocols
- (L) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Motorcycle Training Instructor

- (A) Apexing
- (B) Braking Demonstrations
- (C) Cone Patterns
- (D) Defensive Riding
- (E) Enforcement Stops
- (F) Incline Work
- (G) Motorcycle Maintenance
- (H) Pullouts
- (I) Street Riding Techniques
- (J) Adult Learning Concepts
- (K) Legal Issues
- (L) Performance Evaluation Techniques
- (M) Safety Protocols
- (N) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

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Physical Training Instructor

- (A) Anatomy/Physiology
- (B) Biomechanics
- (C) Calisthenics
- (D) Circuit Training
- (E) Conditioning Principles
- (F) Exercise Prescription
- (G) Injury Prevention and Assessment
- (H) Motivation
- (I) Adult Learning Concepts
- (J) Legal Issues
- (K) Performance Evaluation Techniques
- (L) Safety Protocols
- (M) Written, Oral, and/or Demonstration Assessment (*in each topic area*)

Public Safety Communications Terrorism Awareness Instructor Course (PSC-TAIC)

- (A) Introduction and Course Overview
- (B) The Terrorist Threat
- (C) Weapons of Mass Destruction (WMD)
- (D) Target Assessment
- (E) Counter-Terrorism Measures
- (F) Emergency Management (SEMS/NIMS/ICS)
- (G) Communications Response
- (H) Psychological Impact
- (I) Testing, Tabletop Scenario and Course Critique
- (J) Adult Learning Concepts
- (K) Facilitation Skills
- (L) Use of Technology Delivery Systems
- (M) Course Material Resources
- (N) Small Group Curricula Presentations
- (O) Certification Process

Racial Profiling Instructor

- (A) Modeling of Core Course
- (B) Facilitation Skills
- (C) Racial Profiling Defined
- (D) Legal Considerations
- (E) History of Civil Rights
- (F) Community Considerations
- (G) Facilitator Guide Orientation
- (H) “Teach Back”

Supervisory Course Instructor

- (A) Workshop on experience-based learning and facilitation skills
- (B) Competency verification/evaluation session

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Supervisory Leadership Institute (SLI) Instructor

- (A) Workshop on experience-based learning and facilitation skills
- (B) Competency verification/evaluation session
- (C) Legal Issues
- (D) Safety Protocols

Train-the-Trainer Course for Response Personnel (SEMS/NIMS/ICS)

- (A) Course Overview and Objectives
- (B) Introduction to Standardized Emergency Management (SEMS)/National Incident Management System (NIMS)
- (C) Introduction to the Incident Command System (ICS)
- (D) The Incident Command System (ICS)
- (E) SEMS/NIMS Multi-agency Coordination Systems
- (F) Incident Action Planning (IAP)
- (G) Resource Management
- (H) Mutual Aid
- (I) Transfer of Command/Demobilization
- (J) SEMS/NIMS Public Information
- (K) SEMS/NIMS Preparedness
- (L) SEMS/NIMS Communications, Information, Management and Supporting Technologies
- (M) SEMS/NIMS Review and Testing
- (N) The Role of the Trainer

(Revised: 03-01-08)

1083. Minimum Content Requirements for Academy Staff Courses.

- (a) **Minimum course content.** The POST-certified courses listed in this regulation, which is responsive to Regulation 1071, shall meet the minimum content requirements as stated below:

(1) Academy Director/Coordinator Course

- (A) Academy Management Guidelines
- (B) Basic Training Support System
- (C) Budgeting
- (D) Ethics and Professionalism
- (E) Instructional Planning
- (F) Instructional Quality
- (G) Instructional Resources
- (H) Learning Domain Instructional System
- (I) Testing Regulations and Management
- (J) Legal Issues
- (K) Performance Evaluation Techniques
- (L) Safety Protocols

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(2) **Recruit Training Officer Course**

- (A) POST Administration/Organization Overview
- (B) Communication and Instructional Techniques
- (C) Role Modeling
- (D) Counseling Techniques
- (E) Evaluation and Documentation
- (F) Liability and Legal Issues
- (G) Physical Training and Other Special Training Issues
- (H) Leadership, Ethics, and Professionalism

(Revised: 03-01-08)

1084. Standardized POST Training Curriculum. To promote the effectiveness of law enforcement, this regulation establishes the minimum required topics and the minimum hours for specific, non-mandated training courses. Training courses may exceed these topics and hours.

(a) **Electronic Weapons** (Four Hours Minimum)

- (1) Introduction and Registration
- (2) History and Definitions
- (3) Exposures and Safety
- (4) Electronic Weapons and Nomenclature
- (5) Legal/Ethical Considerations
- (6) Medical Aspects
- (7) Deployment and Documentation
- (8) Practical Application and Testing

(Established: 09-15-06)

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